



## Development – Individual Giving Focus (Associate or Manager Level)

---

### ORGANIZATIONAL OVERVIEW

#### About Us and Our Philosophy

Breakthrough Greater Boston (BTGB) is a transformative college access and teacher training program. BTGB offers six years of academic enrichment and college preparation to middle school and high school students with high potential but limited opportunities. Simultaneously, BTGB recruits, trains and inspires a diverse cohort of high achieving college students to become the next generation of urban teachers. Leveraging a Students Teaching Students model, BTGB provides engaging, tuition-free academic programming during the summer and after school. Our students gain the skills and motivation to succeed in rigorous high school courses and, ultimately, in college. Meanwhile, our teachers gain hands-on experience, research-based training and coaching from professional educators.

Over the past eight years, 97% of our graduating students have matriculated to college, and 82% of them have persisted through their undergraduate years. On average, more than 70% of our graduating teachers have gone on to pursue careers in education. After two decades of success at our original Cambridge site, BTGB embarked upon a significant program expansion and opened a second site in Boston in the summer of 2013 and a third site in Somerville in 2018. As an independent 501c3 nonprofit, Breakthrough Greater Boston is part of The Breakthrough Collaborative, a national educational movement working to improve educational outcomes for youth across 25 U.S. cities.

With a deep commitment to our mission, BTGB operates with the highest standards of integrity and best practices, while also enjoying the ability to be innovative and flexible to meet the evolving needs of our students, families and teachers. Our team is diverse, high-performing and dedicated. We continue to build an organizational culture that emphasizes our core values for every member of our community:

- **Spirit:** We cherish and embody the youthful energy and spirit of our students and teachers
- **Continual Learning:** Everyone in our community has something to learn and something to teach
- **Team Together:** We all chip in to accomplish whatever is needed for our teammates and the broader organization
- **Student Centered:** Our students are our first priority and our decisions center around what benefits our students
- **Equity and Opportunity:** We value diversity of identity, background and thought. We treat everyone with dignity and respect
- **Excellence in Everything:** We maintain high expectations for ourselves

*Breakthrough Greater Boston encourages individuals of all backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law. We celebrate the diversity of our world and our community, and we seek to build a team that reflects that diversity in every way. We welcome and encourage all qualified applicants who share that same vision, as we wish to engage all those who can contribute to our work and this mission.*

---

## **THE OPPORTUNITY**

BTGB is currently seeking a motivated and professional Development Associate/Manager with a focus on Individual Giving to play a critical role in the organization's development function as we expand our reach, programmatic impact, and the funding base necessary to support such growth. The Development Associate/Manager will be someone who has project management and communication skills, is highly detail-oriented, takes tremendous pride in their work, and strives for excellence. They will be excited about making a real impact in people's lives, enjoy new challenges, and be eager to help extend the impact of BTGB's work to more students and teachers. The Development Associate/Manager will report to the Managing Director of Development and Partnerships and will work alongside two other Development team members. Additionally, this role will work closely with the Executive Director, Operations Team, and Program Team.

## **POSITION OUTCOMES**

A successful Development Associate/Manager will:

- Become knowledgeable about Breakthrough Greater Boston's programming and be able to tell a compelling story about the impact of the organization
- Support individual donor cultivation and stewardship activities such as meetings, events, and solicitations
- Support individual donor and prospect communications
- Maintain and provide analysis of all individual giving data in the organization's database, including regularly updating information that's essential to managing donor relationships

## **YOUR CONTRIBUTION**

In this exciting role, you will be responsible for a variety of critical development and communication responsibilities including:

### *Donor Engagement, Stewardship, and Solicitation*

- Assist with developing the strategy, managing the logistics, and executing all activities for individual donor engagement opportunities including meetings, tailored small events, as well as BTGB's three annual events: the Breakthrough Gala (a large fundraiser), Celebration (a student and family event) and Breakthroughs in Education (a content-driven cultivation event)
- Support engagement of Breakthrough's individual giving circles and specialized audiences: Breakthrough Ambassadors (mid-level donors), The Educators' Circle (major donors), The Legacy Circle (planned giving), Trustees for Life (former board members), Board of Directors, and others
- Support the logistics, communications, and meetings for Breakthrough's Board of Directors, Advisory Board, and Associate Board
- Support the Managing Director of Development and Partnerships, Executive Director, and Board of Directors with their individual donor cultivation efforts (arranging meetings, providing background research, drafting, and sending communications)
- Build a pipeline of prospective funders for BTGB by researching and identifying new individual prospects, ensuring an annual increase of funding from individual donors that is in line with the organization's stated revenue goals
- Take primary responsibility for leading site visits to Breakthrough's programs for all external visitors—including donors, prospects, volunteers, and partners

### *Donor Communications*

- Work in partnership with members of the Development Team to build a robust and aligned

donor communications calendar

- Support strategic individual donor outreach and communications including writing annual appeals, regular correspondence with individual donors, and coordination of site visits
- Support organization-wide communications by assisting with marketing emails, social media posts, and website updates

#### *Data Management*

- Take primary responsibility for maintaining individual donor records, gift acknowledgment, and running reports in the organization's development database (Salesforce)
- Manage efficient and effective methods for individual donor tracking, including accurate categorization of giving preferences and oversight of moves management
- Work in partnership with members of the Development Team to analyze fundraising data so that BTGB can make informed decisions on donor prospects and strategies

### **YOUR BACKGROUND AND QUALIFICATIONS**

*As the incoming Development Associate/Manager, you will possess many, though perhaps not all, of the following characteristics and qualifications:*

- Up to two years of experience for the Associate level or at least two years of relevant work experience for the Manager level; direct experience with fundraising preferred
- Exceptional written and verbal communication skills, including experience interacting with internal and external parties
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment, and handle high-pressure situations
- Strong organization skills and high attention to detail
- Flexibility and adaptability with a strong work ethic and an entrepreneurial spirit
- Ability to take initiative and anticipate potential project complications or needs before they arise
- Energetic, enthusiastic, and interested in learning within a fast-paced, fast-growing organization
- Strong computer skills that include experience with donor databases (Salesforce preferred), Microsoft Office, social media platforms, design software (such as InDesign), and marketing platforms (such as Mailchimp and Wordpress)
- Flexibility that allows for periodic work on Saturdays and evenings
- Bachelor's degree or equivalent experience required
- Experience in educational settings a plus
- Fluency in Spanish, Haitian Creole, Portuguese, Amharic, Bengali or Somali a plus
- Candidates of color and those from low-income backgrounds are strongly encouraged to apply

### **COMPENSATION**

Breakthrough Greater Boston offers a competitive compensation package and is deeply committed to pay equity and transparency. Breakthrough Greater Boston makes a determination of Title based on experience, as well as anticipated level of independence and mastery for the role. Breakthrough Greater Boston makes a salary offer based on relevant years of experience and does not negotiate.

#### *Associate*

- Up to two years of experience
- The salary range for this position is **\$46,402-62,779**

### *Manager*

- Two+ years of experience
- The salary range for this position is **\$55,419-74,979**

### **HOW TO JOIN OUR TEAM**

If you are interested in learning more about how your passion and experience can help Breakthrough meet its mission and grow its impact, please submit your resume and a **thoughtful and targeted cover letter** outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity. Applications can be submitted to Emma Samler, Managing Director of Development and Partnerships, at [jobs@btgbmail.org](mailto:jobs@btgbmail.org).

Applications will be reviewed on a rolling basis. Learn more about Breakthrough Greater Boston at [www.breakthroughgreaterboston.org](http://www.breakthroughgreaterboston.org).