



Annual Giving Manager

ABOUT BREAKTHROUGH

Breakthrough builds a path to and through college, beginning in middle school, for students from low-income communities who will become the first in their families to earn a college degree. Our program provides academic support and individualized advising to students who statistics say will not enroll in or graduate from college without significant support. Breakthrough makes a 12-year commitment to successfully guide each of its students and families through the long and complicated process of preparing for, enrolling in and completing college. We believe that by providing innovative educational programs to children and their families, we can replace the cycle of poverty with self-sufficiency and hope.

POSITION SUMMARY:

Are you a development star? If so, we want you!

Breakthrough's development team is growing to secure the rapidly increasing support needed to fund our expansion efforts across Central Texas. We are looking for a proven high performer who wants to contribute to a transformational mission as a key member of our high-functioning development team. The ideal candidate will be an experienced development professional with strong supervisory experience, high emotional intelligence, impeccable attention to detail and proven project management skills.

Under the direction of the Chief Development Officer, the Development Manager will build and maintain a foundation of individual giving support, ensure high donor retention, increase mid-level giving and provide thoughtful and highly detailed plans and systems for all annual giving related strategies. Key responsibilities will include leading our annual giving team (Development Associate and Grants & Annual Giving Coordinator) to execute a robust donor stewardship plan, oversee all data entry, reporting and analysis, oversee all annual giving campaigns and lead our mid-level giving program, including maintaining a large mid-level donor portfolio.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develop and oversee the execution of a robust stewardship program including content development, and program innovation, implementation and evaluation
- Manage mid-level giving program, including design and implementation of new mid-level giving strategy and maintaining a mid-level donor portfolio
- Manage development council engagement with donor stewardship and annual and mid-level giving campaigns
- With CDO and DoP, identify pipeline of major gift and board prospects through execution of a multi-layered qualification process and detailed analysis
- Oversee all annual giving campaigns including direct mail, monthly giving, Amplify Austin, etc.
- Provide comprehensive and meticulous oversight of donor database to ensure accurate data entry, gift processing, reporting and analysis
- Collaborate regularly with fellow team members to ensure successful execution of all development strategies
- Supervise Development Associate and Grants & Annual Giving Coordinator
- Perform other duties required

QUALIFICATIONS:

- Strong commitment to the mission and values of the organization
- Bachelors' degree or higher from an accredited four-year university
- Excellent verbal, written and visual communication skills
- Ability to work with and motivate a broad spectrum of people
- Ability to supervise and evaluate the work of others
- Ability to work both collaboratively as part of a team effort and independently with minimal supervision
- Willingness and ability to take initiative as appropriate
- Highly relational with strong ability to build relationships with donors, volunteers, colleagues and direct reports
- Impeccable attention to detail and ability to develop and improve systems to improve efficiency and effectiveness
- Strong desire to learn and grow professionally
- Highly organized with the ability to multi-task and deliver commitments in a timely manner
- Disciplined, strong work ethic and comfort with working non-standard hours (weekends and evenings)
- Strong computer proficiency with expertise in MS Word, PowerPoint, Excel and donor databases (DonorPerfect preferred).
- 5+ years of development experience with increasing responsibility

HOURS

- Breakthrough is a fast-paced, needs-responsive environment. While office hours can be flexible, full-time employees typically work more than 40 hours per week on a regular basis.
- Some evening and weekend work is required

COMPENSATION & BENEFITS

- Competitive annual salary, depending on qualifications and experience
- Health, dental and vision insurance, Breakthrough pays 100% of employee premiums
- Generous paid leave policy
- Optional 401K retirement plan available

TO APPLY:

Please submit resume, a cover letter describing your interest and qualifications for the position, salary requirements, and a list of three references via e-mail to openings@breakthroughctx.org.

Breakthrough Central Texas is committed to a policy of equal treatment and opportunity in every aspect of its relations with its applicants, staff members, and families, without regard to race, color, ethnicity, religion, gender identity and gender expression, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. People of diverse backgrounds are strongly encouraged to apply.