



Development Director Qualifications/Job Description

Breakthrough Houston (BTH) seeks a highly motivated, talented, and dynamic individual as a full-time Development Director. This is a full-time position that reports to Breakthrough Houston's Executive Director. Breakthrough Houston is part of a national collaborative with a two-part mission. First, BTH strives to prepare motivated, under-resourced middle and high school students for top-tier high schools and four-year colleges. Second, BTH recruits and trains the next generation of teachers through its Teaching Fellow internship program. BTH provides six years of tuition-free academic enrichment for middle schoolers, taught exclusively by college and high school students with an interest in education, and college preparatory curriculum for students in high school.

Duties and responsibilities

- Manage all fundraising activity, including proposal writing and reporting, events, corporate sponsorships, direct mail, and personal solicitations
- With assistance from event chairs, lead all fundraising activity related to annual luncheon (develop theme/logo, set budget, contract vendors, create all event collateral, oversee ticket/table sales, develop seating chart, and draft event remarks)
- Work closely with Executive Director and Advisory Council to identify and solicit donors for event contributions, corporate sponsorships, restricted and unrestricted gifts
- Conceptualize, draft, and produce all printed materials for use in PR, marketing, and fundraising (Annual Reports, direct mail, event invitations, press releases, marketing brochures, and teacher/student recruiting materials.)
- Maintain current website content and all social media outlets, with an eye toward creating and publishing fresh, attractive, targeted content to increase public awareness and support for the organization.
- Ensure brand consistency across digital and print media
- Maintain and circulate all Advisory Council rosters, contact information, and meeting minutes
- Lead one to two Advisory Council committees, including but not limited to, the Advancement Committee
- Oversee and manage fundraising database, acknowledgement letters, and financial data
- Manage site visits for potential/current donors, foundations, and corporate representatives
- Help update and produce a strategic plan every 3-5 years
- Oversee organizational budget developed in collaboration with the other directors
- Track monthly expenses and revenue both for internal purposes and for external audiences (ie, as supplemental info for grant requests)



Qualifications

- Bachelor's degree or higher
- 2+ years of professional fundraising experience
- Ability to identify, cultivate, solicit, and steward individuals, foundations, and corporations to achieve fundraising goals
- Experience writing successful grant proposals and running successful fundraising events
- Experience working with/on a board or board committee
- Experience with donor databases
- Ability to increase current audience
- Ability to multi-task, prioritize, and wear many different hats
- Strong organizational skills and attention to detail
- Ability to convey the mission of the organization articulately, both verbally and in writing
- A strong interest in education and education reform

Terms of Employment

Work hours: Full-time, year round employment

Benefits: Health insurance, retirement, and four weeks vacation

To Apply: Please send a cover letter including minimal salary requirement, resume, and writing sample to Kathy Heinzerling (kheinzerling@sjs.org).