



Development Manager

ORGANIZATIONAL OVERVIEW

About Us and Our Philosophy

Breakthrough Greater Boston (BTGB) is a transformative college access and teacher training program. BTGB offers ten+ years of academic enrichment, college preparation to middle school and high school students with high potential but limited opportunities, and college persistence and success supports to our students. 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.

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

Breakthrough Greater Boston is seeking a highly motivated and detail-oriented Development Manager to play a critical role in advancing the organization's fundraising efforts. Reporting to the Managing Director of Development, the Manager will help strengthen the systems, data, and processes that support a successful development program, while contributing to donor stewardship, prospect research, grant support, communications, and events.

The ideal candidate is an exceptional project manager who enjoys working with data, building strong systems, managing multiple priorities, and collaborating across a team. They will be excited to contribute to a growing development program and eager to help expand the resources and relationships that make BTGB's work with students and Teaching Fellows possible. The Development Manager works closely with the Managing Director of Development, Director of Development – External Relations, Director of Development – Institutional Giving, Executive Director, and other members of the BTGB team.

YOUR CONTRIBUTION

In this exciting role you will be responsible for a variety of fundraising and operational responsibilities, and additional duties as needed, including:

Development & donor data management

- Become an expert in the development database's design and functionality (Salesforce), developing strategies for its use and ensuring regular, accurate updating and report generation
- Analyze and share fundraising data with internal and external audiences so that BTGB can make informed decisions on fundraising prospects and strategies
- Serve as the primary administrator and internal expert for BTGB's Salesforce development database, ensuring accurate data entry, reporting, gift tracking, and system utilization.
- Lead on donor acknowledgement, including timely and accurate delivery of acknowledgement letters and ensuring appropriate documentation throughout the giving cycle
- Support grant writer on grant proposals and reports to foundations
- Regularly research and identify foundation, corporation and individual prospects at all giving levels
- Support strategic donor outreach and communications including annual appeals, regular correspondence with key funding representatives and coordinate necessary site visits
- Support events management through maintaining vendor relationships and coordinating event logistics in collaboration with the Director of Development – External Relations
- Support Managing Director of Development and Executive Director with donor stewardship
- Manage the receipt, processing and deposit of donor contributions in accordance with organizational policies and financial controls

Development and Financial Administration and Compliance

- Support month close procedures related to development to ensure timely delivery of financial statements to the Leadership Team and Board of Directors
- Support the annual audit and provide supporting financial materials to external auditors

YOUR BACKGROUND AND QUALIFICATIONS

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

- Two to four years of experience in fundraising or development, including donor relations, fundraising operations, or nonprofit advancement; experience in an education or youth-serving organization is a plus.
- An unwavering commitment to equity, deepening your personal understanding and in advancing our collective work
- Strong organization and project management skills
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment and handle high-pressure situations
- Ability to communicate, written and verbal, effectively with a variety of audiences
- Team player who demonstrates a positive attitude, sense of humor, energy, entrepreneurial spirit and dedication to collaboration
- Flexibility that allows for periodic work on Saturdays and evenings
- Candidates of color and those from low-income backgrounds are strongly encouraged to apply as are those with fluency in Spanish, Portuguese, Haitian Creole, Amharic, Somali, Arabic, Bengali, Hindi, Tigrinya or Urdu

COMPENSATION

Breakthrough Greater Boston offers a competitive compensation package and is deeply committed to pay equity and transparency. The salary range for this position is **\$72,000-79,600**; Breakthrough Greater Boston makes an offer based on relevant years of experience and does not negotiate salaries.

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 email a resume with 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 and addressed to Andrew Jackson, Managing Director of Development, at jobs@btgbmail.org.

Applications will be reviewed on a rolling basis. Learn more about Breakthrough Greater Boston at breakthroughgreaterboston.org.