



Development (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 talented individual for the Development team 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 team member will be someone who has exceptional project management and communication skills, is highly detail oriented, and takes tremendous pride in their work. 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 team member will report to the Managing Director of Development and work closely with the rest of the development team and will interface regularly with the program and operations teams.

POSITION OUTCOMES

A successful member of the Development team will:

- Manage the organization's grant calendar and submissions, aid in proposal and report writing and keep an active list of funding prospects.
- Maintain and provide analysis of all development data in the organization's database, including regularly updating information that's essential to managing donor and partner relationships.
- Support donor cultivation and stewardship activities and events such as print and online appeals, our annual Breakthrough Gala and smaller tailored donor experiences.
- Assist with the writing and design of development and marketing communications across multiple print and digital platforms to a variety of external audiences.

YOUR CONTRIBUTION

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

Grant Writing and Management

- Build a pipeline of prospective funders for BTGB by researching and identifying new grant prospects, ensuring an average of 25% increase in new foundation funds annually
- Serve as a writer for grant proposals and reports to foundations; BTGB typically submits over 75 proposals and reports, ranging from \$5,000 to more than \$100,000, annually
- Manage the grant submission process, including collection and synthesis of data, completion of high-quality proposals, tracking, reporting and some correspondence with donors
- Develop and maintain an annual schedule of letters of inquiry, proposals and reports, tracking outcomes and updating the calendar on a regular basis

Data Management and Administrative Responsibilities

- Take primary responsibility for the organization's development database (Salesforce), becoming an expert in its design and functionality, 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
- Maintain up-to-date contact information and record of contacts
- Manage board administration and assist with board communications and meetings

Donor Stewardship and Solicitation

- 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
- Assist with developing the strategy, managing the logistics and executing BTGB's three annual events: the Breakthrough Gala in May (a large fundraiser), Celebration in August (a student and family event) and Breakthroughs in Education in December (a content-based cultivation event)
- Support the Managing Director of Development, Co-Executive Directors, Board of Directors and Associate Board with their development and marketing efforts

Communications

- Assist in managing a calendar of communications that incorporates planned outreach and updates across social media, email, print mailings and BTGB's website that will go to donors, prospects, volunteers and other external constituents
- Support the management of BTGB's branded collateral, including organizational one pagers

YOUR BACKGROUND AND QUALIFICATIONS

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

- Passion for the mission of BTGB, closing opportunity gaps and training the next generation of urban teachers
- 0-2 years of relevant experience for the Associate level or two+ years of relevant experience for the Manager level; direct experience with fundraising and grant writing required
- Strong computer skills that includes experience with donor databases (Salesforce preferred), Microsoft Office, social media platforms, design software (such as InDesign) and Wordpress.
- An unwavering commitment to equity, in deepening your personal understanding and in advancing our collective work
- Outstanding interpersonal and communication skills with students, families and educators
- Superior 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
- Exceptional written and verbal communication skills with the ability to interact effectively with a variety of audiences
- Team player who demonstrates a positive attitude, sense of humor, energy, entrepreneurial spirit and dedication to collaboration
- Prior experience with Breakthrough model highly desirable; familiarity with partner schools or districts a plus
- 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, Haitian Creole, Amharic, Somali, Arabic, Bengali, Hindi, Tigrinya or Urdu
- Bachelor's degree

JOB FAMILY & 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

- Zero to two years of experience
- The salary range for this position is **\$48,500-65,600**

Manager

- Two+ years of experience
- The salary range for this position is **\$58,000-78,400**

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 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 www.breakthroughgreaterboston.org.