

Beta Academy Development Manager

The Development Manager will have the primary responsibility to support the planning, develop, and implementation of the comprehensive (private and public sector) fundraising program for Beta Academy. The goal is to meet or exceed the annual fundraising target and support the successful planning and completion of capital campaigns during strategic times of growth for the organization. Beta Academy currently has a \$10M annual operating budget with a fundraising goal of \$2M. The organization is also in the process of launching a \$16M capital campaign to fund our flagship campus. Beta Academy is currently looking for a strong team member at the manager level, however this position has tremendous opportunity for growth within a short time horizon as the needs of the organization expand.

Responsibilities

- Identify, cultivate and communicate with donors; keep them informed on a regular basis of the impact of Beta Academy's work.
- Provide strong day-to-day support to the CEO, leadership team, and governing Board to establish annual and long-range goals, strategies, plans, and policies and fully implement Beta Academy's fundraising objectives.
- Plan, coordinate and assure implementation of strategies to develop donors and contributions in support of the organization's annual funding and capital campaign needs.
- Provide project management support including, but not limited to, donor meeting preparation, accurate and timely data entry on donor engagement, donor acknowledgments, follow up tasks, and updates on progress-to-goal.
- Draft, finalize, and send grant proposals to individuals, foundations, corporations, and others.
- Maintain accountability and compliance standards for donors and funding sources—including, but not limited to, the development of grant reports.
- Produce successful and effective fundraising appeal campaigns.
- Lead the planning and execution efforts for fundraising events and donor cultivation/stewardship activities
- Collaborate with marketing staff to develop strong communication materials (including, but not limited to, flyers, invitations, emails, social media posts, and newsletters) to compellingly share the work and impact of Beta Academy with donors and the broader community.
- Ensure that philanthropy and fund development are carried out in keeping with the organization's values, mission, vision and plans.
- Other duties as assigned by the CEO

Qualifications

- Bachelor's degree with at least 7 years of professional experience in the nonprofit sector—time in the education sector is a plus.
- Proven ability to successfully managing large, multifaceted projects in a deadline driven environment.
- Must be energetic, strategic, goal oriented, enjoy a fast-paced environment, and have excellent follow through.
- Demonstrate ability to effectively work in a team environment.
- Ability to communicate verbally and in writing with all levels of employees.
- Self-starter with knowledge of Houston community.
- Strong relationship builder and communicator with experience engaging community partners.
- Availability for some evening and weekend activities.
- Must be highly resourceful, flexible, have strong attention to detail, and hold a high bar for quality work.
- Demonstrate an ability to think strategically and make sound decisions.
- Ability to work with stakeholders at multiple levels of an organization.
- Proficiency with MS Word, Excel, PowerPoint, & Outlook

- Passionate about Beta Academy's mission and able to promote and communicate the philosophy, mission, and values of Beta Academy to external and internal stakeholders.

Interested individuals should send a cover letter and resume to careers@betaacademy.org.