

Teach For America Managing Director, Development

Team: Houston Regional Team

Location: Houston, Texas

Status: Exempt

Strand: Development

THE ROLE

The Managing Director of Development will play an essential role on Teach For America – Houston’s regional development team, collaborating with a dynamic development team to tell the story of Teach For America in Houston. Together this team will raise over \$7M each fiscal year by building champions that support us financially and advocate for us in the community. This revenue will allow us to continue to grow and strengthen the corps in Houston, engage and activate our alumni, and put Teach For America in the best position to meet our partners’ demand for our teachers and leaders across our community. You will be directly responsible for raising approximately \$2M each fiscal year (in gifts that generally range between \$1,000 and \$200,000) by developing a diverse and sustainable champion base amongst Houston area foundations, corporations and individuals.

You will execute portfolio management, including researching current and prospective supporters and implementing a comprehensive cultivation and stewardship plan. You will also assist with event planning and execution and support the creation of fundraising collateral. You will report directly to the Vice President of Development.

THE ORGANIZATION

There are more than 16 million children growing up in poverty in the U.S., and less than 10 percent of them will graduate from college. These statistics are not a reflection of our children’s potential; we know that children growing up in poverty can and do achieve at the highest levels. Rather, these statistics reflect the systemic lack of access and opportunity for children in low-income communities.

Teach For America’s (TFA) mission is to find, develop, and support a diverse network of leaders committed to expanding opportunity for children from classrooms, schools, and every sector and field that shapes the broader systems in which schools operate. We are seeking individuals who align with our mission and core values and are ready to join us in this global movement.

THE RESPONSIBILITIES

In this role, you will be directly responsible for raising approximately \$2M each fiscal year (in gifts that generally range between \$1,000 and \$150,000) by developing a diverse and sustainable champion base amongst Houston Area individuals.

More specifically, you will:

Manage the Strategy and Execution of a Portfolio of Philanthropic Champions (75%)

- Set a strategy (cultivation, solicitation, and stewardship) and execute on an action plan for your portfolio focused on inspiring and activating champions who give major gifts (generally between \$25K and \$150K annually).
- Expand the donor pipeline and cultivate new donors through research, relationship building, and managing the VP and ED to build relationships.
- Deliver compelling verbal pitches that incorporate investor motivations, accurate data, and inspiring stories that reflect our unique mission and work.
- Respond quickly and comprehensively to requests for follow-up, clarification, and additional information with the aim of demonstrating the appreciation and value we place on our champions’ support
- Personally take meetings, and prepare the Vice President and Executive Director to take

meetings, with individual champions in your portfolio.

- Efficiently track and monitor all communications, actions, events, and commitments for each partner in the portfolio in Salesforce to ensure a positive and consistent investor experience.
- Prepare materials for board and board committee meetings related to your portfolio to ensure our regional board members are informed of progress to goal and confident in our key strategies.

Note: It is expected that 50% of this time be spent externally engaging directly with new, current, and lapsed champions.

Support Team Members (10%)

- Collaborate with peers, Managing Director of Development, Director of Events/Donor Relations and Senior Associate of Development, to ensure that we are consistently stewarding our current donors, actively prospecting new donors, and maintaining 100% accuracy of our data systems.
- Give input to the Director of Events/Donor Relations with the planning and execution of cultivation, solicitation, and stewardship events.
- Give input to the Director of Communications regarding regional fundraising collateral, including but not limited to pitch decks, one-pagers, invitations, e-mails and marketing materials.

Fulfill Critical Regional Team Responsibilities (15%)

- Carry out foundational activities that ensure everyone in our region is rooted in our organization's foundations and our regional strategy, has the opportunity to give input on major decisions, grows as professionals, and strengthens our team culture by:
 - Attending regional and development team retreats and meetings;
 - Preparing and leading check-ins with your manager around progress toward goals;
 - Leveraging national resources (e.g. weekly newsletters, daily gift reports, etc.);
 - Preparing for and engaging in our performance development program; and
 - Upholding our data management, office operations, and fiscal responsibilities.
- Make a direct impact on the organizational mission of enlisting, developing and mobilizing leaders to strengthen the movement for educational equity by interviewing applicants to Teach For America; communicating regularly with incoming corps members; and assisting with member facing events, our alumni giving campaign, alumni survey, and other initiatives that impact our members and partners.

THE MUST HAVES

To be the most successful candidate, you must be obsessed with the potential of our corps members and alumni to transform our current education system such that every child has the opportunity to realize their fullest potential.

Furthermore, you must be compelled to share this story of our impact broadly and garner support for our efforts. More specifically, you will be:

- **Passionate about Houston and educational equity.** You are passionate about issues related to educational inequity in Houston. You are committed to Houston and are determined to leverage and build upon its assets to ensure we realize educational equity in partnership with the thousands of talented partners and leaders here. You are incredibly optimistic about what we can achieve when we embrace the strengths that are omnipresent in Houston and partner with others to solve our most pressing challenges, namely in education.
- **A conscious leader.** You have a strong understanding of the dynamics of race and class in America and a history of operating in the spirit of our commitment to diversity, equity, and inclusiveness. You have a pattern of modeling self-reflection, curiosity and exploration, and an ability to connect and empathize with people. You lead, and believe others must lead, through a culturally competent lens and in a way that empowers supporters, staff, corps members, alumni, students and communities.
- **A team player.** You strive towards outcomes in development by working collaboratively with

others on the team, knowing your outcomes are improved by working in partnership. You bring a clear opinion to all meetings, especially when we make decisions. And, when a decision is made, you are a champion of the team's decision.

- **Obsessive about outcomes.** You have an incredibly strong record of achieving ambitious goals despite obstacles. Your decisions are data-driven, and you stay laser-focused on your goals regardless of any day-to-day chaos or distractions.
- **Motivated by relationships.** Whether working with your teammates, external stakeholders, or our corps members and alumni, you cultivate and manage strong and lasting relationships with ease. Additionally, you have strong gravitas, presence, and maturity that engender respect and facilitate strong partnerships.
- **Self-driven.** You have superior organizational skills, attention to detail, integrity, and great follow-through on all facets of your work. You demonstrate an uncommon level of personal responsibility for achieving results, define broadly what is within your control, persevere in the face of challenges and you're exceptionally optimistic about what is possible. You take initiative to do what it takes to achieve success. You are obsessed with learning and growing and consistently act on feedback to improve your performance, outcomes and impact on others.
- **A compelling and intentional communicator.** You work across multiple stakeholders to ensure consistency and quality of internal and external communications. You craft compelling, inspiring stories about our mission and can tailor them to different audiences across a wide variety of communication channels. You keep your manager regularly updated as a critical partner in your work.
- **Innovative and strategic.** You seek to chart a new course and create something where something does not yet exist. When you face a large problem, your first instinct is to break it down into smaller, manageable pieces and ruthlessly prioritize what is most important.

You will also:

- Hold, at minimum, a bachelor's degree
- Have, at minimum, six years of work experience
- Have experience leading million dollar fundraising campaigns (ideal, not required)
- Have experience using Salesforce (ideal, not required)
- Are proficient in MS Outlook, Word, Excel and PowerPoint (advanced proficiency in Excel and PowerPoint ideal)
- Be able to work weekends and evenings, as necessary
- Be able to travel up to 2 times per year for conferences and professional development

THE TEAM

The same entrepreneurial spirit that sent the first man to the moon and made Houston the world's energy capital is behind the efforts to dramatically increase educational opportunities for Houston students.

For over a quarter of a century, Teach For America has enlisted some of our nation's most promising future leaders to fight for educational equity and excellence in Houston. In the last two decades we've seen incredible progress. From having almost no traditional public schools providing a high-quality education to students on free and reduced lunch to having 38 in the Houston Independent School District, to ensuring almost every student has access to college entrance exams and thus far more students matriculating and persisting in college, to founding and growth of high performing charter schools like Yes Prep and KIPP, there is much to celebrate and the leadership of our corps members and alumni has been critical.

We have built a diverse network of nearly 1700 leaders – 700 teach in our classrooms, 88 lead schools, and 4 serve as superintendents in both traditional public and charter schools. Additionally, we have 58 alumni who run or play significant roles in non-profits that support students to access enrichment activities and college, that use cutting edge data systems to ensure all students are receiving the personal supports they need to be successful in the classroom, and that advocate in the community for issues that have a critical impact on student success. Finally, we also have hundreds of alumni who

work outside of education as community volunteers, champions within their corporate networks, and mentors.

And yet, we are nowhere near providing every student in our community with the educational opportunities they deserve and need to lead the choice-filled lives. Today, only 48 percent of students attend a high-performing school and less than 25% of students are considered college-ready. All of this, despite the fact that over 90% of parents aspire for their students to attend college or other post-secondary education institutions.

So today, we are more committed than ever to finding, training, and supporting the next generation of leaders who will commit teaching and then find themselves unable to walk away from the fight for educational equity and excellence. We are unwavering in our commitment and consistently working to learn, innovate, and access the power of our collective network to fuel change at every level of our education system.

THE PERKS

By joining staff, you join a network of individuals committed to pursuing equity for all students and developing themselves as professionals in the process. We as an organization value the longevity of our employees and offer a full benefit plan that has proven to be pretty competitive. The salary for this position is also competitive and depends on your prior work experience. Please be advised, you will have an opportunity to discuss salary in more detail after you begin the application process.

WE ARE DEEPLY COMMITTED TO DIVERSITY, EQUITY & INCLUSION

Teach For America encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort. Teach For America is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

*This job description reflects Teach For America's assignment of essential functions and qualifications of the role. Nothing in this herein restricts management's right to assign, reassign or eliminate duties and responsibilities to this role at any time.

NEXT STEPS

Interested in this position? Apply now! Scroll down to the bottom of the page to find the link to the online application. If you still have questions regarding the role, feel free to contact our recruitment team at staffing@teachforamerica.org or visit www.teachforamerica.org/careers.