

Teach For America Director, Development

TEAM: Texas Development Hub

REPORTS TO: Senior Managing Director (SMD), Development

LOCATION: Houston

THE ROLE

The Director (D), Development will serve on the Texas development frontline fundraising team working directly with a portfolio of donors in Houston. The D, Development might also oversee a small portfolio (~25%) in Dallas-Fort Worth (DFW).

With an annual revenue target ranging from 1.5 Million to 2 Million over the next 3-years, the D, Development will focus on expanding gifts in the 5K-250K giving ranges, through a portfolio of individual giving and family foundations. The D Development will work to steward a local set of philanthropic champions and supporters, with a focus on their annual revenue target, key progress indicators related to renewals, upgrades, brand engagement, and other non-revenue based KPIs.

As a frontline fundraiser, you will directly solicit, cultivate, and steward the interests and motivations of prospects in your portfolio, and at times leverage our leadership network of executive fundraisers, executive directors, board members, and other champions to solicit and hold relationships based on the strategy you set in place.

As a key strategist for the Houston market, you will work in close partnership with the SMD, Development in representing the Texas Development Team to the Houston regional advisory board as it relates to fundraising activities and to the Houston Executive Director (ED). The D Development will have operational and financial tracking support from our Development Operations team as well as grant writing and collateral support from the Experiences Sub-Team.

At the heart of our frontline fundraising team is building a base of philanthropic champions interested in accelerating educational equity in our local communities and across Texas. The right candidate believes this is done through genuine relationship building, connecting donor motivations and interests to the mission of Teach For America, and deepening donor proximity and conviction in our theory of change and the boldness of what's possible when leaders across sectors work together toward a common purpose.

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, [core values and commitment to Diversity Equity & Inclusiveness](#) and are ready to join us in this [global movement](#).

THE RESPONSIBILITIES

(10%) Set Strategy and Direction

- Co-construct the revenue-based goals for your portfolio including bottom line-targets, upgrades and renewals, brand stewardship, and other non-revenue KPIs.
- In partnership with the SMD, Development or VP of the Texas Development Hub, set a strategy (cultivation, solicitation, and stewardship) and execute on an action plan for your portfolio focused on inspiring and activating champions across Houston

(80%) Donor Acquisition, Cultivation, Stewardship

- Manage a portfolio of up to 150 donor prospects and conduct meetings directly, leveraging the SMD of Development and other Development and non-Development colleagues as needed.
- Oversee proposal development, submission, and donor solicitations for individual giving and family foundations in Houston.
- Analyze fundraising progress to goal, identifying what is driving and impeding progress -- work with Texas Development Hub leadership team to seize opportunities, problem solve gaps to targets, and adjust priorities ongoing to maximize your portfolio
- 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
- Efficiently track and monitor all communications, actions, events, and commitments for each partner in the portfolio in our donor database to ensure a positive and consistent investor experience.
- Support the SMD of Development in preparing for board meetings, leveraging regional board members, and communicating strategy relevant to your portfolio to the respective regional boards and executive directors
- Consult and partner with our experiences team to provide a series of engagements that support donors in your portfolio to deepen their proximity and conviction to our mission and theory of change.

(10%) Fulfill Critical Texas Team Responsibilities

- Carry out foundational activities:
 - Engaging in functional team and statewide team retreats and meetings;
 - Engaging in Diversity, Equity, Inclusiveness (DEI) and anti-racist training, reflection, and application
 - 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; increasing programmatic knowledge of local and statewide impact through direct interaction of programmatic activities and/or engaging with Teach For America corps members and alumni.

THE MUST HAVES

Prior Experience

- 5+ years of work experience; at least 3 years direct fundraising experience
- Experience in project management, including managing people vertically and laterally, to meet outcomes and deadlines
- Experience in the K-12 education sector, or public school systems not required but a plus
- Knowledge of Houston philanthropic landscape(s) a plus
- Track record of achieving ambitious goals

Work Demands

- Ability to work some evenings, weekends, and early mornings
- Willingness to travel to and from in-person donor meetings as well as key events/gatherings primarily in-between Houston and DFW (3-4x a month), but on occasion throughout Texas

Skills

- You are passionate about issues related to educational inequity in Texas.

- Exceptional relationship management skills, and strong belief in a people-focused approach to donor management
- Strong gravitas and presence that engender respect and facilitates strong partnerships
- Strong writer and effective verbal communicator, with ability to tailor approach to different constituency groups
- Strong project management skills and an ability to handle multiple projects with competing priorities to achieve ambitious goals. When you face a problem, your first instinct is to break it down into smaller, manageable pieces and ruthlessly prioritize what is most important.
- Strong outcomes orientation, using key data sets to drive evidence-based decision making and prioritization choices in pursuit of holistic goals and KPIs
- Agility to navigate a large and complex national organization; You strive towards outcomes by working collaboratively with others inside and outside of your immediate team
- You are a conscious leader, and 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.
- Outstanding judgment, discretion, ethical standards and commitment to responsible stewardship
- Deep commitment to Teach For America's mission and core values

Education

- Bachelor's degree required

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 comprehensive and competitive benefits plan. 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 & INCLUSIVENESS

In all we do, we act on the following beliefs:

- Diversity is crucial for successful change efforts and is one of Teach For America's greatest strengths.
- The full potential of our diverse network will be reached only when we are an inclusive community.
- The predictability of success or failure for our students or individuals in our organization should not correlate with any social, cultural or other identity-based factors.

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.

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NEXT STEPS

Interested in this position? [Apply now!](#) If you still have questions regarding the role, feel free to contact our recruitment team at StaffHiring@teachforamerica.org or visit www.teachforamerica.org/about-us/careers

Colorado Residents: If you are based in Colorado, please click [here](#) for total rewards information.