

# **EMERGE**

## **Managing Director of Development**

### **The Opportunity:**

In the United States, only 25% of high-achieving students from low-income communities apply to the nation's most selective colleges and universities. At EMERGE, we believe that talent is universal, but opportunity is not. Grounded in this belief, EMERGE empowers and prepares high-performing students from underserved communities to attend and graduate from selective colleges and universities across the nation.

A successful candidate will be an experienced, entrepreneurial, articulate, and highly motivated leader with demonstrated success in generating revenue, leading a team of fundraising professionals, and providing strategic oversight for a complex philanthropic program. Candidates who are passionate about the opportunity to effect meaningful change in the lives of thousands of high-performing students from income-constrained communities and the next generation of leaders are encouraged to apply.

**Estimated Start Date:** June 6th, 2022

**Reports To:** Vice President of Development

**Salary Range:** \$95,000-\$120,000

**Location:** Houston, TX (Hybrid)

### **The Role:**

It is particularly an exciting time to join the EMERGE team as we embark on a five-year strategic plan kicking off in August 2022! EMERGE has experienced accelerated growth over the last five years, and we are positioning ourselves to be the leading national college access organization that will serve over 5,000 students annually by 2027. With this level of growth, the need to enhance our fundraising strategy and increase local and national funding opportunities has become more critical.

Reporting to the Vice President of Development, the Managing Director of Development (MDoD) will serve as a key senior fundraiser and an active participant in increasing EMERGE's financial sustainability through developing and implementing an infrastructure needed to elevate and secure philanthropic funds at the \$10M+ level annually. The MDoD will also help to expand and diversify our pipeline of individual donors through effective solicitation, cultivation, and stewardship strategies and elevating our fundraising events. The MDoD will manage the Director of Individual Giving, Senior Manager of Special Events and Stewardship, and the Senior Coordinator of Development Operations.

### **Key Responsibilities:**

#### **35% - Fundraising + Development**

- Support and partner with the VP of Development on all major fundraising initiatives
- Help drive strategy development around six – and seven – figure gift solicitations for campaign priorities and general operating needs
- In conjunction with the VP of Development help to build a pipeline of new major donors through identification and qualification of prospects, networking and devising creative strategies to leverage current donors' networks
- With a focus on transformational philanthropy, develop innovative strategies and events to bring donors closer to EMERGE's work and strengthen their commitment to the mission
- Develop and manage timelines for various fundraising activities to ensure plans and critical fundraising processes are carried out in a timely manner
- In collaboration with the VP of Development, help cultivate and engage the development committee and board members directly in fundraising and individual giving initiatives

#### **65% - Team Management + Leadership**

- Lead and develop a high-functioning team with an inclusive and intentional team culture.
- Cultivate trusting relationships with your direct reports and across the organization, inspiring, motivating and coaching them to execute on priorities and deliver optimal fundraising results.

As a senior member of the development team, own the philosophy and vision of key major work streams including EMERGE's annual fundraising events, mentor program, individual giving and stewardship models, and development operations and reporting, managing key team members to oversee the success and elevation of those major functions:

The MDoD will:

- Work with the Senior Manager of Special Events and Stewardship to elevate EMERGE's annual fundraising events and develop and implement a vigorous stewardship model aimed at inspiring and cultivating deeper ties with donors
- Work with the Director of Individual Giving to create a robust individual giving program that includes thoughtful solicitation strategies (i.e., major gift proposals, monthly donor programs, direct mail, online giving, digital fundraising campaigns, etc.) for major, mid-level, and annual individual donors helping to create a moves management system and pipeline to move small gifts to larger gifts
- Monitor and report regularly on the progress of development initiatives and fundraising activities and work with the Senior Coordinator of Development Operations to produce fundraising reports and reports for VP, CEO, and Board of Directors
- Work with the Senior Coordinator of Development Operations to monitor donor information and ensure consistent and effective maintenance of donor data and database
- In conjunction with the Director of Individual Giving, oversee the mentor program ensuring a streamlined approach to recruitment for mentors and students, creating buy-in from key staff, and creating meaningful engagement opportunities to deepen affinity of mentors

### **The Person:**

#### Relationship Builder

Understands the power of intentional and meaningful relationship building with external stakeholders in order to build credibility and drive outcomes

- Builds trust with their team and the broader team to foster a collaborative culture and culture of philanthropy, engage in healthy conflict and discussion, and produce stronger outcomes as a result
- Spends time growing their network and knows when to engage stakeholders during the problem-solving process

#### Data and Results Driven

- Exceeds fundraising goals. Strategizes and develops action plans and deploys team to go above and beyond. Relentless in the pursuit of increasing major gifts.
- Utilizes and analyzes donor data and giving behaviors to drive fundraising strategy

#### Strong Communicator

- Communicates proactively and effectively and seeks input from the right sources ahead of major decisions or changes being rolled out by the development team to increase buy-in and influence decision making
- Provides or seeks clarity when unclear or in disagreement
- Communicates decisions and "need to know" information proactively to the direct team and the broader team

#### Strategic Thinker & Problem Solver

- Asks the right questions and creates innovative solutions to drive change and increase results.

- Foresees and addresses challenges and opportunities within the revenue model and actively seeks resources to create out-of-box solutions.
- Strong understanding of data and ability to analyze outcomes in order to drive strategic thought processes.
- Listens to understand and create solutions

#### Functional Leader

- Displays a sense of ownership and responsibility of key metrics and functional focus areas serving as the content expert who shares important data/information for those areas
- Actively develops systems, policies and procedures to create long term change
- Sees the big picture, sets a vision and creates milestones for team to achieve goals
- Identifies gaps and opportunities, and makes a strategic plan for self and team that is aligned with fundraising outcomes
- Prioritizes daily, weekly, monthly and quarterly actions for self and team to meet annual goals; delegates actions appropriately across team
- Motivates and empowers the team to drive towards a common goal; celebrates wins and fosters an attitude of gratitude
- Engages with direct reports and broader team in coaching and feedback conversations; facilitates development of team

#### Time Maximizer

- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner and demonstrate respect for others.
- Self-starter, anticipates needs and able to take initiative when necessary.
- Conscientious about priorities, display good time management and positive attitude.

#### Detail-Oriented

- Able to produce high-quality work without error. Has a proven track record of high attention to detail

#### Resource Maximizer

- Thinks strategically about how organizational funds are being spent; understands area budget and cost drivers well enough to create budget and reallocate as needed throughout the year
- Thinks critical about major spending decisions to ensure organizational funds are being used wisely and understands the return on investment prior to spending; ensure team is also working to maximize resources

#### **Ideal Candidate will have:**

- 7-10 years of fundraising experience with demonstrated success in soliciting 6 or 7 figure gifts driving and meeting annual fundraising targets
- Bachelor's degree is highly preferred
- 3-5 years management experience; desire and ability to lead a small team, supporting their continued learning and development
- High energy and passion for EMERGE's mission is essential
- Strong organizational skills; ability to effectively prioritize and meet deadlines
- Proficient in MS Excel
- Experience using DonorPerfect preferred
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside EMERGE
- Strong commitment to diversity, equity, and inclusion
- Direct experience collaborating with nonprofit boards and/or board development committees

- Expertise in data management, monitoring fundraising metrics, and using data to guide decision making

**Who we are:**

At EMERGE, we live by our Core Values:

- Equity grounds us
- Diversity defines us
- Talent mobilizes us
- Meaningful relationships fuel us
- Results distinguish us

Founded in 2010, EMERGE is a developmental, college access organization changing the life trajectories of thousands of students across the Houston area. Since its inception, EMERGE has grown from serving 14 students across four high schools, to serving over 1,600 high school students across five school districts. We also serve over 1,400 college scholars at over 100 selective colleges and universities across the country.

The EMERGE nonprofit is a partner to EMERGE Houston ISD, EMERGE Spring Branch ISD, EMERGE Spring ISD, EMERGE Aldine ISD, and EMERGE Klein ISD.

As EMERGE's impact has grown, our nonprofit team has grown to over 30 staff members. The staff includes our College Access Team, College Success Team, Program Assets Team, Finance, Operations & HR team, and Development Team. You will be joining an energetic, passionate team of individuals working to propel Houston's top talent upwards and onwards.

**What we offer:**

At EMERGE, we aim to enact our core value of "equity grounds us" within our compensation practices to ensure a competitive and equitable salary & benefits package for all employees.

To determine salary; we consider each candidate's relevant experience, growth potential, and responsibilities within the role, as well equity across similar roles within the organization. The salary range for this role is \$95,000-\$120,000.

Our salary bands are established to accommodate growth within the role and varied experience levels at point of hire. Based on historical data, we anticipate most candidates will begin their time at EMERGE at the lower end of the salary band. Yearly increases are based on the impact and scale of your role, along with external market factors.

**Benefits:**

- We offer Medical, Dental, and Vision insurance.
- We provide Short-Term and Long-Term Disability insurance, along with Life Insurance.
- We have a 403b plan that employees can opt into.
- Each employee has 27 Paid Time Off days for the year. EMERGE is closed for 18 holidays.

Please Note: EMERGE is currently undergoing a benefits analysis with the goal of enhancing our benefits offerings for all staff and new hires by August 2022.

**Priority Application Deadline: Sunday, April 10th @ 11:59pm CST**

The review of applications will begin immediately and continue until the position is filled, although submission before the priority deadline is highly encouraged.

**Please apply to <https://emerge-fellowship.breezy.hr/p/94c0802dbdd7-managing-director-of-development/apply>**