



2401 Claremont Ln. • Houston, TX 77019
www.breakthroughhouston.org

Breakthrough Houston

Position: Donor Relations & Events Specialist

Start date: December 2023

Location: Houston, TX - Hybrid work model

Salary Range: \$55,000-\$58,000 (starting salary range: commensurate with skills and experience).

Our Mission: Breakthrough Houston (BTH) is part of a national collaborative with a two-part mission. First, we strive to prepare students with high academic potential but limited educational resources for competitive high school programs and college admission. Second, BTH recruits and mentors the next generation of teachers through its Teaching Fellow Program.

Equity is central to Breakthrough's mission, and equity is one of our organization's core values. We are committed to intentionally creating diverse communities and work to ensure that all identities – particularly Black, Indigenous, People of Color, and those that have been historically marginalized – are represented and supported. We strive to see the identities of the communities we serve reflected across all levels of our team.

Our Background + Our Program: Founded in 1995 with a handful of teachers and a small class of 7th graders, Breakthrough Houston began with making a bold ten-year commitment to students - from middle school through college graduation. BTH comprises three fundamental programs for students: the Middle School Program, College Bound Program, and the College Completion Program, and currently serves *over 800 students* within Houston or at colleges nationwide. BTH provides summer and ongoing school year tuition-free programming that includes both academic college preparatory curriculum and learning opportunities, as well as extended enrichment programming and college access support. With this depth of focus we aim to promote academic success and personal growth to place our students on the path to college completion and career success.

Additionally, our teacher training program identifies and supports current college students who are aspiring teachers through an innovative near peer model during our summer program. We partner these Teaching Fellows with professional educators who provide intensive instructional coaching and mentoring. We support 100+ Teaching Fellows each summer who gain 100+ hours of in-classroom teaching experience.



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The Person + The Work: The Donor Relations & Events Specialist is responsible for cultivating a positive and engaging experience for our philanthropic community while ensuring quality, productivity, and efficiency in administrative procedures. In this role, you will work with the Director of External Affairs on the following areas of work in order to meet Breakthrough Houston's ambitious fundraising goals: **(1)** plan, coordinate, and execute various special events with the goal of raising more than \$500k annually; **(2)** manage a mid-level portfolio to increase donor commitment and giving, and **(3)** maintain a highly accurate and current donor data system (Salesforce) that effectively tracks key information, such as cultivation, stewardship, and solicitation activities.

Your responsibilities will include:

Event Logistics 35%

- Plan and execute all aspects of event logistics, including theme, venue selection, catering, speakers, volunteers, vendors, decorations, and technical support.
 - Monitor and track all event-related expenses and revenue, ensuring that expenses are within budgetary constraints.
 - Facilitate marketing campaigns to raise awareness of events and increase attendance.
 - Distribute event materials, including invitations and promotional collateral
 - Utilize donor database to track progress, analyze results, and improve upon future events

Database Management 35%

- Input, extract, segment, and prepare data for analysis towards achieving fundraising goals
 - Maintain current and prospective donor data to conduct prospect research
 - Manage gift entry, database administration, and acknowledgment processes and perform regular audits on procedures to ensure efficiency
 - Produce data reports for reconciliation with accounting system

Annual Giving 30%

- Oversee a portfolio of mid-level (< \$5,000) current and prospective donors
 - Create and execute engagement plan that includes regular stewardship and solicitation communications and activities
 - Maintain detailed records of all activities in donor database

The following skills and competencies are not requirements but are designed to help you determine if this opportunity aligns with your own passion, purpose, skills, and interests:

You believe deeply in the brilliance of all students and in their ability to earn a postsecondary degree.

- You believe that our BTH students face real systemic barriers to postsecondary completion and that empowering students and families to own their unique path will help them to overcome those barriers.

You are an inspiring and highly effective manager of people and processes

- You have a talent for motivating volunteer teams and bringing out the best in people.



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- You understand how to generate results through layers, building the capacity of groups of people as well as individual contributors.
- You believe in supportive accountability - holding a high standard for your own ability while providing the direct support, and positive environment that fosters achievement and growth.

You value working collaboratively and innovatively.

- You constantly strive to learn from and share learnings with your teammates, no matter your current knowledge or experience
- You know when and how to engage other key stakeholders that have the insight and positional authority to help you and others overcome obstacles and seize viable beneficial opportunities in a timely way.
- You do not simply execute pre-existing practices; instead, you thoughtfully evaluate our program and identify ways to elevate its effectiveness.

Execution is your power move: you get things done!

- You proactively identify needs and are able to build and establish the necessary workflows, and collaborative processes & systems to drive continuous improvement work in service of ambitious outcomes
- You are known for consistent follow through and communication and you know that collaboration and teamwork is a best practice for innovation, and you invest people in the projects and plans of you and your team. Because of this, people know they can depend on you, and you are trusted by your colleagues.

You are Strategic AND Operational: moving easily from the big picture to the details.

- You are able to contribute thought leadership, strategy, and partnership. You set clear, big-picture vision and move from broad aspirations into actionable goals, milestones, and deliverables with clear strategies and timelines. You get excited about creating and using systems/processes that ensure efficiency and clarity around the vision, direction and goals

Qualifications:

- Required:
 - Bachelor's degree in a related field (Event Management, Marketing, Nonprofit Management, etc.).
 - 2+ years of professional experience in event planning and management
 - Ability to work flexible hours, including evenings and weekends, to oversee events.
 - An authentic and clear passion for Breakthrough's mission and an approach to fundraising that is aligned to our organization's commitment to diversity, equity, inclusion and belonging.
- Preferred:
 - Strong project management and organizational skills
 - Experience securing individual major gifts, donations, and sponsorships.
 - Experience organizing, motivating, and leading volunteers.
 - Knowledge of Salesforce as event management tool and report generator

Benefits:



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The compensation for this position begins at \$55,000 and is commensurate with experience and expertise. We offer competitive benefits, a 401k retirement contribution, and a generous paid time-off policy. Most importantly, we offer the opportunity to work with an amazing diverse group of kind, dedicated, and fun people!

Thinking Of Applying?

Research shows that women and people of color are less likely to apply to jobs unless they meet every single qualification. If you are excited about the role and see connection with what we are looking for, but don't meet every single requirement, we'd encourage you to apply anyway.

To Apply:

Please follow [this link](#) to submit your application and upload your resume. If you have any questions, please reach out to Chrystal Rivers, Director of External Affairs, at crivers@breakthroughhouston.org.

As an Equal Opportunity Employer, BTH is committed to providing employment opportunities to all 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, or any other basis prohibited by applicable law.