



Manager, Advancement

Job Description

About Good Reason Houston

Founded in 2018 through a joint effort of the Greater Houston Partnership, Houston Endowment, and Kinder Foundation, Good Reason Houston exists to create a future where every child in every neighborhood of Houston has access to a world class public education that prepares them to thrive in the Houston of tomorrow. We believe that all Houston students deserve an excellent education, and work to reshape the Houston education landscape by inspiring hope, possibility, and action as we work towards our mission of growing the number of students learning in great public schools.

Good Reason Houston **builds awareness** of, **advocates** for, and **advises** school systems on measures aimed to improve the quality of education available to all. Today the organization partners with 25 public school systems that collectively serve 700,000 students across 900 public schools in the Houston region. We seek to cultivate a shared regional vision for educational quality, to build the capacity for change required within districts and the greater Houston community, and to foster collective ownership to support student-level results for kids across our city.

For more information, please visit www.goodreasonhouston.org.

About the Role

The Manager, Advancement plays a pivotal role in the fundraising efforts of Good Reason Houston. This position is responsible for strategizing and executing fundraising initiatives to support the advancement team with securing up to \$6M annually from individual and institutional donors. A key member of the Advancement Team, the Manager, Advancement will be responsible for growing a portfolio of individual donors by implementing strategies for the identification, cultivation, solicitation, and stewardship of prospects. Although this position will be predominantly focused on the individual giving portfolio, it will also support the institutional giving portfolio (corporate and foundation).

A successful candidate will possess a strong understanding of fundraising principles, showcase exceptional communication skills, and demonstrate a proven track record in donor engagement and stewardship. This is an exceptional opportunity for a development professional who is results-oriented, passionate about fundraising, and excited about working in a rapidly evolving and innovative environment committed to improving education for students across Houston.

The Manager, Advancement reports to the Managing Director, Advancement and will collaborate with the advancement, district partnerships, and communications teams to craft proposals, manage donor engagement activities, and develop stewardship reports.

Primary Responsibilities

Fundraising Strategy Development

- Collaborate with senior leadership to develop and execute a comprehensive fundraising strategy aligned with the organization's goals and financial needs.
- Identify new opportunities and innovative approaches to maximize fundraising efforts and reach fundraising targets.
- Support the CEO and Managing Director, Advancement with developing donor portfolios by identifying prospects and conducting research, preparing briefing materials and proposals, and ensuring prompt follow-up to secure gifts

Donor Engagement and Cultivation

- Cultivate relationships with existing and potential individual and institutional donors through personalized communication, meetings, and events.
- Develop and implement strategies to engage donors, ensuring a meaningful and positive donor experience.
- Design and lead meetings, and prepare Good Reason Houston's CEO and members of senior organizational leadership to facilitate meetings, with individual champions in your fundraising portfolio

Proposal and Grant Writing

- Prepare compelling appeals, grant proposals, funding applications, and other solicitation materials targeting individual or institutional donors.
- Collaborate with relevant teams to gather necessary information for proposals and ensure compliance with donor requirements.

Fundraising Campaign Management

- Plan, organize, and manage fundraising campaigns, leveraging various platforms and approaches to drive donor acquisition and retention.
- Monitor and evaluate campaign performance, adjusting strategies as needed to optimize fundraising outcomes.

Stewardship, Tracking, and Reporting

- Oversee donor acknowledgment and stewardship activities to foster strong relationships and maintain donor retention.
- Oversee stewardship of a high-quality donor experience through correspondence, donor engagement, professional proposals, mailings and acknowledgments
- Collaborate with the CEO, Advancement, Communications, Data and Insights team to implement donor cultivation and stewardship events.

- Track data to inform regular reports on fundraising progress, providing updates to stakeholders and senior management.

Collaboration and Team Support

- Collaborate effectively with the advancement team, providing guidance and support to achieve collective fundraising goals.
- Efficiently track and monitor communications, actions, events, and commitments in the database for donors in the portfolio
- Develop and maintain systems to communicate progress to goals and strategies
- Be an active participant in a team-based fundraising department and provide additional assistance to other development staff members when possible

Other duties as assigned by the Managing Director, Advancement.

Our Team

Along with our core beliefs, the traits listed below were generated by the team to capture what it looks like in action when operating at our best.

We embrace and drive change.

We are flexible and fierce.

We operate with a bold bias toward action.

We fess up when we mess up.

We dare greatly and engage humbly.

We grow as we go.

We turn up the love when we turn up the heat.

We root for each other.

Good Reason Houston staff are expected to support this organizational culture by promoting and adhering to these team traits to maintain an open and cohesive work environment & relationships.

Qualifications and Key Attributes

- Bachelor's degree required
- Minimum of 3 years of demonstrated experience in fundraising or sales; non-profit experience preferred.
- Experience developing and maintaining strong donor relationships with a diverse group of individual and/or institutional stakeholders
- Strong project management skills and ability to prioritize and manage multiple priorities simultaneously
- Proficient in fundraising software, CRM systems, and donor databases, such as eTapestry, Blackbaud, Salesforce; highly preferred

- Excellent written and oral communication skills, including attention to clarity, persuasiveness, nuance, and tone
- Exhibit proactive independence and creativity, able to work in teams and autonomously to meet deadlines. Demonstrates self-direction, problem-solving, and meticulous attention to detail
- Knowledge of industry standards, current trends, and best practices
- Genuine interest in the mission of Good Reason Houston and how this position contributes to the organization's success

Working at Good Reason Houston

Good Reason Houston offers a competitive salary commensurate with experience in a similar position. The starting salary range for this position is \$70,000 annually. New hires are offered a salary depending on qualifications, internal equity, and the budgeted amount for the role. Benefits offered include 401(k) (automatic 3% employer contribution), life, medical, dental and vision insurance packages. Each employee accrues 35 paid time off days per calendar year in addition to the 19 paid holidays per year. Good Reason Houston is an office-based organization, but allows for virtual work on Mondays and Fridays.

Apply at www.GoodReasonHouston.org/Careers