



## Deputy Director of Development Position Description

### A BETTER CHANCE OVERVIEW

For nearly 60 years, A Better Chance has been a driving force in the effort to increase educational attainment among youth of color. A Better Chance's mission is ***to increase substantially the number of well-educated young people of color who are capable of assuming positions of responsibility and leadership in American society.***

A Better Chance administers the oldest and only national program of its kind, empowering academically talented youth of color in grades 6-12 to change their life trajectory by attending the nation's highest performing college preparatory schools. A Better Chance primarily executes its mission through its signature College Preparatory Schools Program. Overall, A Better Chance annually recruits and places approximately 350 new Scholars and supports approximately 2,000 currently enrolled Scholars in over 200 Members Schools across 27 states. Scholar and Alumni performance metrics demonstrate the program's success:

- 96 percent of A Better Chance graduates enroll directly in college, compared with 24 percent of students of color nationwide.
- Over the last eight years, 85 percent of A Better Chance Alumni earned undergraduate degrees, compared to just 57 percent of all students.
- Half of A Better Chance Alumni have gone on to complete a graduate or professional degree.
- 75 percent of A Better Chance Scholars attend the most selective colleges (institutions that admit fewer than 25 percent of its applicants).
- Over 17,000 Alumni who are trailblazers and leaders in a variety of sectors from business, finance, education, healthcare, the arts and beyond.

### POSITION SUMMARY

The Deputy Director of Development is a proactive, energetic, organized and mission-driven fundraiser and strategist with excellent writing and communications skills. They will play a key role in the sustainable growth of A Better Chance's development program and across the organization. Reporting to the National Director of External Affairs, the Deputy Director of Development will: 1) serve as a front-line fundraiser who will be responsible for all corporate partnerships of \$100K+; 2) serve as a thought partner to the National Director of External Affairs on implementing the annual development plan; 3) oversee Development Office operations and 4) contribute to the team in helping develop and implement best practice policies and operations that support the growth and sustainability of the development program.

The ideal candidate should be able to prioritize projects, work under pressure and help lead a team poised for growth in the coming years. The Deputy Director of Development will oversee a team of 3 staff members including the Assistant Director of Development, Manager of Individual & Annual Giving and Development Associate.

This is a full-time position based in New York City with a comprehensive benefits package.

## **MAJOR RESPONSIBILITIES**

### **Fundraising**

- Alongside the National Director of External Affairs, the Deputy Director of Development will cultivate and lead key relationships with individuals, corporations and institutions including stewardship and building new relationships to secure at least \$4M in annual revenue
- Build, manage and steward a portfolio of corporate partnerships with the capacity to give over \$100,000+, on a multi-year basis.
- Supervise Assistant Director of Development and Manager of Annual Giving to ensure that the team meets their annual fundraising goal and explore ways to diversify and grow funding.
- Interact and communicate with major donors, volunteers, prospects, VIPs, and A Better Chance partners in person, by phone, and by email; step in for the National Director on important prospect and donor related affairs, as needed; support and partner with the President & CEO as needed in such circumstances.
- Coordinate and track sponsorships within portfolio, from contract execution (if applicable) to benefits, fulfillment and stewardship.
- Utilize Raiser's Edge to update strategic plans and opportunities, interactions, outcomes and next steps.

### **Strategy and Stewardship**

- Serve as a thought partner to the National Director on strategy and implementation of the A Better Chance Development plan to ensure smooth integration of A Better Chance's capital, major giving, annual giving, corporate and foundation giving, and planned giving programs
- Foster a culture of philanthropy, with focus on expansion and diversification of a pipeline of donors, giving levels, and mission alignment with emphasis on support for scholarship, innovation, and facilities enhancement
- Perform prospect research to identify corporations and organizations whose philanthropic, employee engagement and/or community engagement goals align with A Better Chance.
- Interface with Board members, donors, Advisory Council members, and other essential stakeholders to drive forward key Development initiatives
- Prepare accurate, thorough partner briefings and information packets for meetings with prospects. Create appropriate follow up to all calls and meetings.
- Oversee the execution of all donor communications including mid-year and annual donor reports, cases for support, and related Development collateral; work with the Development Deputy, external Communications partner and A Better Chance team members to produce these communications pieces with a creative approach, within budget, and on time

### **Annual Luncheon**

- Serve as the leader for all Development events from inception to execution; ensure the events are designed to support moves management strategies; manage team members (Development, Consultants and other department staff) to successfully plan and execute events
- Oversee event logistics as well as development and production of event-related collateral and marketing materials (print and electronic).

### **Operations and Infrastructure**

- Collaborating with the National Director to develop and work within the approved department budget and meeting fundraising objectives.
- In partnership with National Director of External Affairs develop and track annual revenue budget
- Oversee reporting on financial progress against goals including bi-weekly financial updates, and monthly and quarterly forecasting.
- Oversee donor data with accuracy, confidentiality, and efficiency; ensure data management supports the needs of all aspects of the Development program
- Effectively develop and put into practice the use of fundraising reports and metrics to drive accountability and fundraising success
- Establish and oversee prospect research and scoring processes to support a robust major gifts pipeline
- Work with the Director of Finance to maintain and enhance presence to maximize the A Better chance profile on online websites evaluating philanthropic impact, policies, and processes (e.g. GuideStar, Charity Navigator)
- Manage the oversight for compliance with applicable federal and state regulations and laws
- Work with the National Director on the development of a planned giving program; develop gift acceptance policies in accordance with regulatory guidelines for various giving vehicles that include, but are not limited to, real estate, trusts, annuities, and bequest intentions
- In consultation with the National Director, codify and implement operations-related onboarding plans for new development staff members.
- Develop and implement best-practice policies and guide operations and growth of the Development program, including:
  - Donor privacy, gift acceptance, endowment, and public disclosures
  - Prospect and donor management across all Development initiatives, including gift recording, acknowledgements, and stewardship reporting

### **Management**

- Supervise and manage a team of 4, which currently includes a Development Assistant, Manager of Individual and Annual Giving, and Assistant Director of Development.
- Work with the Director of Finance and Administration as the Development staff grows to determine Development staffing needs, participate in recruitment, and manage appropriate staff

- Play a key organizational leadership role in collaborating with Programs department staff to ensure their funding needs are embedded in organizational funding solicitation strategy
- Work closely with Finance Department to ensure timely and accurate gifts records
- Work closely with communications consultants and other external vendors to ensure smooth operation of website, publications and special events management.
- Support and promote a culture of professional development, growth, and learning for Development staff

### **QUALIFICATION REQUIREMENTS**

- The ideal candidate will have at least 10 years' experience in a nonprofit or educational institution with experience in capital campaigns and have a successful track record of cultivation, solicitation and stewardship of five figure gifts or more
- Experience in supervisory role including mentoring, coaching, professional development and training of new staff
- A strong work ethic and a commitment to the mission and growth of A Better Chance
- Experience building and maintaining long-term relationships with prospects or fundraising constituents.
- Ability to work independently in a fast-paced environment as well as part of a team.
- Experience in presenting and closing proposals
- Experience in managing and tracking multiple prospects and donors in donor relationship management systems.
- Experience working with cross-functional teams.
- Experience, coursework, or other training in fundraising principles and practices.
- Experience in writing and editing funding proposals, presentations, donor letters, annual reports, or equivalent.
- Exceptional attention to detail.
- Strong project management with an ability to meet or exceed deadlines by demonstrating initiative and ownership of projects
- Excellent computer skills and proficiency with Microsoft Office programs and Raiser's Edge (or similar constituent management database).
- An ability to exercise discretion and professionalism in all settings.

### **DESIRED QUALIFICATIONS**

- Ability to determine an individual's interests, capacity and potential for helping A Better Chance meet its goals, and act appropriately to tie those interests with the A Better Chance's work.
- Ability to educate and inform prospective and existing donors about appropriate giving vehicles.
- Ability to implement and manage fundraising plans, including individualized cultivation, solicitation and recognition plans.
- Knowledge of current trends in charitable giving in the areas of capital campaigns, major gifts or planned giving.
- Demonstrated experience using listening, diplomacy and tact to build strong relationships and motivate donors and volunteers.

- Proven ability to negotiate high profile or sensitive agreements.
- Multi-lingual skills and multi-cultural or cross-cultural experience appreciated.

### **EEOC Statement**

A Better Chance, Inc. is proud to be an Equal Employment Opportunity. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

### **Benefits**

A Better Chance offers a competitive salary and a robust suite of benefits including Health/Dental/Vision, EAP, paid time off, professional development opportunities, snacks, food service, 3% 401K employer contribution, commuter benefits and the opportunity to work with talented, smart, and passionate professionals.

A Better Chance has contracted Recruit Petra to fill this role. To apply please visit:  
<https://recruiterflow.com/recruitpetrallc/jobs/53>