

Job Description

TEAM: Charlotte-Piedmont Triad

REPORTS TO: Managing Director, Development

LOCATION: Charlotte or Greensboro, NC

THE ROLE

The Manager of Development will provide essential support for Teach For America Charlotte-Piedmont Triad's regional development team, collaborating with a dynamic trio of fundraising professionals to enable the region to move efficiently and effectively toward an ambitious revenue goal of nearly \$6 million. You will support our short and long-term fundraising goals by managing a portfolio of individual donors and leading the implementation of our stewardship and engagement efforts. As a portfolio owner, you'll help move current and potential supporters to and through our fundraising pipeline by collaborating on donor strategy, conducting data analysis, creating a comprehensive relationship plan for all stakeholders, and supporting the Managing Director of Development and Executive Director as the primary solicitors. Through stewardship and engagement, you'll connect our network of supporters to the impact of their investment and develop opportunities for them to get and feel proximate to the work. You will report directly to the Managing Director of Development and collaborate closely with the Development Director and Development Associate.

To achieve all of this, you are strategic and able to operationalize complex plans, committed to consistently learning and growing, and compelling and inspiring in your communication. You are big-picture oriented but obsessive about the details and laser-focused on achieving outcomes. You have a strong commitment to being a conscious leader by taking responsibility for your own experience on staff, thoughtfully engaging with coworkers and partners, and being passionate about your contribution to educational equity in Charlotte and the Piedmont Triad.

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 PERSON

Portfolio Management, Strategy & Execution (40%)

- Support the team towards an ambitious fundraising goal of nearly \$6 million across revenue streams in both the Charlotte and Piedmont Triad sites
- Execute the vision and direction for a portfolio of individual donors (capacity up to \$10,000) by defining opportunities and developing strategies with a goal of growing our base of support in both the Charlotte and Piedmont Triad sites
- Conduct ongoing research on new donor prospects and current supporters
- Regularly track progress to goal by maintaining accurate partner records in our Constituent Relationship Management (CRM) System (Salesforce) to identify what is driving and impeding progress and develop solutions and adjust course as necessary
- Work closely with the team to ensure strategies are implemented, actions are taken, and portfolio progress is made
- Create tailored written and verbal pitches that communicate our local impact and fit with donor motivations based on a deep understanding of our donors

- Collaborate with the Associate, Development to create high-quality meeting materials for donors in your portfolio; occasionally conducting or supporting in these meetings
- Efficiently track and monitor all communications, actions, events, and commitments for each partner in the portfolio in Salesforce to ensure a positive and consistent donor experience
- With support from the Associate, Development, serve as the team lead for specialized sub5k campaigns, including the Alumni Campaign, Second-Year Giving Campaign and Giving Tuesday

Stewardship and Engagement (30%)

- In collaboration with the development team, own execution for a regional stewardship plan which includes a variety of engagement opportunities on a predictable cadence
- Assist in the planning and execution of stewardship and cultivation events in both the Charlotte and Piedmont-Triad sites, including, but not limited to, school visits, happy hours, education panels, and community dinners
- Design and create compelling and tailored written and digital collateral including, but not limited to, invitations, newsletters, mailings, grant reports, and additional marketing materials
- Partner with our program strategy and alumni teams to research and create compelling profiles of corps members, alumni, and students in both Charlotte and Greensboro to be compiled in a region-wide story bank
- In collaboration with our Associate, Development manage our Sponsor A Teacher program to directly connect funders with classroom level impact

Operational Support and Team Responsibilities (20%)

- Create and maintain region-wide development dashboards in Salesforce and create custom reports as requested to drive strategic decision-making and action
- Maintain accurate data in internal systems and manage up to relationship owners in order to secure the most up-to-date information
- Participate fully in development team meetings, coming to the space fully prepared to share priorities and next steps for donors and thought partner on risks or concerns

Regional Team Responsibilities (10%)

- Fulfill foundational responsibilities that allow our region to do our work, make decisions, grow as professionals, and strengthen our team culture by attending regional meetings; completing our performance development program; upholding our data management, office operations, and fiscal responsibilities; and operating with our Core Values and commitment to Diversity, Equity and Inclusiveness
- 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; communicating regularly with incoming corps members; and assisting with member-facing events, requiring occasional evening and weekend work

THE MUST HAVES

Prior Experience

- 3-5 years of work experience
- Evidence of successful project management

Skills

- Exceptional attention to detail
- Strong written and interpersonal communication skills
- Optimistic, excited by the challenges of achieving very ambitious fundraising goals, and motivated by playing a behind-the-scenes support role
- Highly motivated by creating and maintaining systems to increase efficiency, effectiveness and data accuracy
- Highly organized with proven time management skills and experience managing multiple projects simultaneously

- Strong sense of flexibility, willing and able to change course as needed, particularly to best suit team or stakeholder needs
- Strong research, analytical and critical thinking skills
- Proficiency in MS Word, Excel and PowerPoint, as well as Salesforce, Raiser's Edge, or other donor database preferred

Work Demands

- Some evening and weekend work required
- Reliable transportation required as well as the flexibility to travel around the Charlotte and Greensboro areas for events
- Occasional travel to conferences or professional development in other US cities

THE TEAM

Established in 2004 and 2014, respectively, the Charlotte and North Carolina Piedmont Triad regions merged in 2018 to create the Charlotte-Piedmont Triad team, supported by a funding base of over \$5.7 million and 31 regional and statewide staff members. Alongside thousands of families, educators, and community partners, we develop the leadership of more than 225 corps members and 750 alumni working in classrooms, schools, and every sector and field to transform systems that impact our communities and enable our students to live choice-filled lives. We are at a critical inflection point as a region with our largest leadership force ever and a unique opportunity to optimize our impact across two communities. We are well-positioned to foster a culture of excellence that will shift educational outcomes for our students in both sites and across the state.

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

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.*

NEXT STEPS

Interested in this position? Apply now! Scroll down to the bottom of the page to find the link to the online application. If you still have questions regarding the role, feel free to contact our recruitment team at staffing@teachforamerica.org or visit www.teachforamerica.org/about-us/careers.