



POSITION: DIRECTOR OF DEVELOPMENT

ABOUT LET'S GET READY:

Let's Get Ready (LGR) is an innovative, growing nonprofit that provides high school students from low income circumstances with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. In collaboration with colleges, high schools, and community organizations, LGR has grown to serve roughly 9,000 high school students annually through more than 80 programs from Philadelphia to Maine. With a \$4.5 million budget and a staff of 28, LGR operates out of its headquarters in NYC and a regional office in Boston. LGR plans to significantly grow the number of students served over the next three years, and is focused on substantially increasing the awareness of results necessary to support this future growth. LGR uses a unique near-peer model that is proven to connect with students from low-income and first generation college-going backgrounds. LGR engages and trains college student volunteer Coaches to deliver services. Some Coaches come from similar circumstances to those of the high school students; all have recently gone through the college admission, financial aid, and matriculation processes. From this vantage point, they can connect with high school students and impact them deeply, offering encouragement, inspiration, confidence, and guidance that deliver tremendous results through college admission, enrollment and ultimately graduation. LGR college students graduate at 5 times the national average for students from low-income circumstances.

POSITION OVERVIEW:

Reporting to and working in close collaboration with the Chief Development Officer (CDO), the Director of Development plays a key role in building the national foundation and corporate fundraising pipeline as well as development operations for Let's Get Ready from the New York office. As a member of the extended leadership team, the Director will serve as a key thought partner to a range of internal and external stakeholders, including the Board of Directors, extended leadership team, and the national team.

Let's Get Ready plans to expand the development team over the next three years; the Director will be a key, senior member of the team. The Director will provide strategic and operational direction for the organization's national foundation and corporate fundraising strategy, help conceive, design and drive effective cultivation, solicitation and stewardship strategies for major gift prospects and donors across the organization, build capacity and support for development at the regional/local level, and collaborate on setting fundraising strategy for new programmatic initiatives. The Director will also play a key role in helping to conceive and implement a development calendar as well as building fundraising operations and processes to enhance donor relationship management and support program and revenue goals.

This is an ideal opportunity for a systems/process-minded fundraiser who has exceptional professional judgement and loves to sweat the details.

Specific responsibilities include, but are not limited to:

Fundraising

- Collaborate with the executive team (which includes CEO, CDO and Executive Directors), development team, and Board to create and build a multi-year fundraising plan that delivers on ambitious incremental

goals through foundations, corporations, individuals, events, and other sources, and grows in the coming years to \$10M.

- Working closely with the CDO, cultivate and solicit support from foundations and corporations with a focus on securing multi-year commitments as well as renewals and upgrades.
- Conduct prospect research to identify and develop strategies to engage a broader base of corporate and foundation support.
- Prepare high-quality grant proposals, with support of a grant writer, that communicate the organization's mission and programs to potential corporate and foundation funders.
- Prepare high-quality stewardship reports, with support of a grant writer, to corporate and foundation funders as required to report on progress and use of funds.
- Represent the organization and serve as spokesperson at site visits, when applicable.

Donor Relationship Management

- Support the CDO and help oversee the prospecting and moves management process for major gift donors, and coordinate target goals for development team members.
- Work closely with development team members to research, identify, and create cultivation and moves management strategies for their individual donor portfolios.
- Help design and implement a national development calendar for cultivation and stewardship activities and initiatives that will deepen relationships with foundation, corporate, and individual donors.
- Oversee and help develop donor cultivation, stewardship and fundraising pieces, such as direct mail appeals, peer-to-peer online campaigns, an annual report, newsletters and brochures.
- Help coordinate and conduct high-impact cultivation and stewardship visits to foster positive and purposeful relationships with donors.
- Leverage systems (e.g., Salesforce) that ensure accurate and timely reporting to donors on the impact of their giving through acknowledgment letters, regular communications, and programmatic updates.

Organizational Leadership and Management

- Manage the development team to execute operational plans and ensure achievement of goals, while providing leadership, mentoring and training as the organization builds out its development team.
- Contribute to the strategic thinking and development of Let's Get Ready through involvement in the Extended Leadership Team, which contributes to policy making and culture creation.
- Play a key role in coordinating, supporting, encouraging and leveraging the fundraising efforts of team members, particularly senior staff.
- Help steer the development committee of the Board of Directors to support the efforts of Board members raise money on behalf of the organization and to steward relationships.
- Help prepare development reporting for Board meetings four times per year, oversee and ensure timely preparation of briefings for internal development meetings, and ensure appropriate debriefing and follow-through post meetings.
- Collaborate with other staff members to share best practices and leverage opportunities to support growth and improved operational efficiency.
- Build and deepen relationships with internal and external stakeholders including senior staff, Board members, students and Coaches, serving as a thought partner and subject matter expert.
- Foster collaboration between development and program staff to build and sustain a successful philanthropic culture.

CANDIDATE REQUIREMENTS:

The ideal candidate will possess the following qualifications:

- A genuine passion for and commitment to Let's Get Ready's mission.
- Belief that a diverse and inclusive environment will produce the most impact for students; an ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints.

- A minimum of 7-10 years of nonprofit development experience with a record of increasing revenue from foundations, corporations and individual donors.
- Demonstrated success with major gift fundraising (\$50,000 and over) and familiarity with all aspects of development including capital campaigns, event management, annual giving, online giving, planned giving and institutional giving (particularly, corporate and foundation grants).
- Strong knowledge of how prospect moves management can further fundraising efforts, and a track record of using these tools to improve and optimize fundraising efforts.
- A proven track record of working closely with executive leadership, Board members and key stakeholders.
- Ability to work successfully in a collaborative, team-oriented environment and to effectively manage cross-organizational working relationships.
- Authentic presence, exceptional communication and interpersonal skills, and a customer service orientation.
- Ability to balance strategy and execution with a 'do what it takes' attitude.
- Excellent organization skills, with experience working in a data and process-driven organization.
- Bachelor's degree required.

HOW TO APPLY:

Submit a resume and detailed cover letter describing your interest in and qualifications for the position via email to careers@letsgetready.org. Please put "Director of Development" in the subject heading. Applications will be considered on a rolling basis, so it is in candidates' best interest to apply as soon as possible.

Let's Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds, particularly those that represent the students we serve, to apply.