

Job Posting

Position Title: Senior Director of Development

Direct Supervisor: Senior Vice President, Development (SVPD)

Employment Type: Full-Time Exempt (40 hours/week)

Position Posted On: March 16, 2023

Salary Range: \$90,000-\$110,000

Application Due By: March 31, 2023

Location: Remote

Position Start Date: as filled

About Horizons

At Horizons, we envision a future in which every child thrives. Horizons National is the central office of a nation-wide network of education programs that advance educational equity by building long-term partnerships with students, families, communities, and schools to create inspiring learning opportunities outside of school. Horizons affiliates, along with Horizons National (HN), make up the Horizons Network: a powerful community dedicated to increasing opportunity for children from communities that have been historically, systemically, and structurally under-resourced.

The first Horizons program began in 1964 in response to the Civil Rights Movement. For 30 years, the program helped local students accelerate learning and broaden their experiences, including learning to swim. In 1995, Horizons National (HN) was formed to spread the successful model to new communities. Today, there are 74 Horizons sites in 20 states, and the Network continues to expand every year. In addition to program expansion, HN is responsible for supporting our growing Affiliate Network with a suite of training and resources, professional development, peer-led communities of practice, and Network convenings including the Horizons National Annual Conference & Meeting.

About Horizons National

At Horizons National, we have two primary roles: to expand the Network and to support and provide quality assurance to affiliates. The Horizons National staff is lean and motivated by our mission, working collaboratively across teams to ensure that we achieve our goals. Each staff member contributes their unique strengths to the organization and has continued opportunities to learn, share ideas, take innovative risks, and think strategically. Often, as staff members expand their skills over time, their roles may evolve. Just as we work to ensure caring, welcoming environments for Horizons students, we also prioritize the well-being of our National staff - offering flexible work schedules, generous benefits packages, remote work options, various communication channels, and opportunities to connect with colleagues both during and outside of work hours.

Our Commitment to Equity, Diversity, and Inclusion

As an organization whose central purpose is to mitigate inequities in education, Horizons is committed to Equity, Diversity, and Inclusion (EDI), and we strongly denounce racism, sexism, and discrimination of any kind. Focus on EDI is central to Horizons National and our affiliate Network, though we acknowledge we have a long way to go to. We have prioritized ensuring that the Horizons National Board and team is diverse and inclusive, and that the entire Horizons Network is empowered to bring their authentic selves to their roles.

Given our Network-wide commitment to EDI, the ideal candidate for this role at Horizons National must be comfortable engaging in discussions, be self-reflective, and be willing to challenge themselves and others to learn and grow continuously. We are eager to welcome future HN team members who share our commitment to EDI, and we strongly encourage individuals from diverse backgrounds to apply.

Position Summary

Senior Director of Development: A fundraising professional with a track record of managing a dedicated portfolio and securing five and six-figure gifts. This professional has a keen understanding of fundraising strategy and a culture of philanthropy with the flexibility to adapt to an ever-changing landscape. The Senior Development Director will monitor emerging trends to expand the prospect pipelines for his/her assigned portfolio, primarily comprised of individual donors.

The Director should be an energetic individual willing to tackle any challenge and support the areas of greatest need on the Development Team. This individual will support cultivation, solicitation, and stewardship efforts, grant writing as needed, and manage day-to-day fundraising activity.

Duties will evolve as the organization expands and deepens its donor base, proceeds with an active growth campaign, and prepares for and enters the public phase of a growth campaign.

Primary Position(s) Responsibilities

Individual Giving Portfolio Management

- Manage an assigned portfolio of individuals through the moves management process
- Collaborate with Senior Leadership to set and execute strategy for donors (including family foundations, as needed) and prospects in assigned portfolio
- Track prospect and donor contacts (moves management) in Salesforce
- Draft correspondence including letters, proposals, acknowledgements, and follow-up
- Conduct extensive prospect research for individual prospects
- Collaborate with Associate Vice President, Institutional Giving (AVPIG) to expand the institutional funder pipeline, as needed
- Create LOIs, proposals, and reports for submission, paying close attention to timeliness and data detail

General Responsibilities

- Manage and track volunteer committees and provide support materials (briefing memos, donor research, draft follow-up letters, and meeting materials)
- Draft personalized, external campaign communications including "Insider Letters," campaign

newsletters/e-newsletters, remarks for campaign events, talks, and other Horizons National events

- Conduct extensive donor research and develop and recommend cultivation strategy
- Collaborate with SVPD & AVPIG on campaign meetings, executing follow-up
- Manage campaign events and special fundraising initiatives, as needed
- Create briefing memos and donor presentations/proposals
- Ensure timely completion of internal revenue and activity reports
- Support deliverables of the Campaign for Growth Committee initiatives
- Support deliverables for National Board Development Initiatives, as needed
- Work in collaboration with Expansion, Finance, and Marketing teams, as needed

Data Integrity

- Ensure Salesforce (SF) data and reporting accuracy
- Manage donor activity and moves management reporting, as needed
- Retrieve data and analyze revenue and trends in Salesforce

Ideal Candidate Qualifications and Experience

At Horizons National, we know there are countless ways to learn, grow, and excel professionally. We respect this when we review applications, and take a broad look at the experience, skill set, and personality of each applicant. We want to get to know the unique strengths and perspectives you will bring to the work. We are most likely to be interested in your candidacy if you exhibit the majority of the qualifications and experiences listed below. A genuine sense of humor and a strong sense of self is welcomed and appreciated!

This position is fully remote, with up to 10% of travel if needed.

Desired qualifications include:

- Minimum of 8 years of professional experience in nonprofit or business sectors.
- Minimum of 5 years of individual donor cultivation, prospect research or grant writing experience, with a proven track record of securing major gifts from individuals.
- High level of proficiency in Microsoft Office and/or Google Suite.
- High level of proficiency in donor data management systems. Experience with Salesforce data system is a plus; on the job training available as needed.
- Exceptional written and verbal communication skills, with experience working with different styles of communication and leadership. Ideal candidates will demonstrate a commitment to communicating in strengths-based language about the communities served by Horizons National and its Network.
- Strong follow-through, outstanding organization skills, and a keen attention to detail.
- Proven ability to set and meet deadlines with competing priorities.
- Ability to work effectively with Senior level leadership, the Horizons National Board of Directors, and various funders and donors.
- Excitement about and commitment to the mission of Horizons National.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Willingness to engage in EDI-related work and conversations.

- Values innovation, continuous improvement processes and life-long learning.
- Eagerness to contribute on both an individual and team level.
- Values peer-to-peer learning and is excited about working collaboratively across organizational and Network-wide teams to achieve common goals.
- Ability to work remotely, be focused, self-driven, and able to communicate across different channels.
- Work effectively under pressure in a fast-paced environment.
- Flexible and adaptable working style, proactive, and reliable - sense of humor welcome.

Compensation and Benefits

- \$90,000 - \$110,000 Annually
- Paid Time Off with Paid Holidays
- Medical/Dental/Vision Coverage
- 401k with Company Contribution
- Long-Term Disability and Life Insurance
- Short-Term Disability and Personal Leave
- Telecommuting Opportunities and Flexible Work Schedules
- Professional Development
- Commitment to Equity, Diversity, and Inclusion

Application Process

- Interested applicants should submit a cover letter, resume and respond to questions via the link; <https://www.cognitofirms.com/HorizonsNational1/SeniorDirectorOfDevelopment>
- No phone calls please.
- Cover letters shall include:
 - Largest grant or gift secured
 - Previous work or volunteer experience with transferable skills not reflected on resume
 - Date available
- Selected applicants will be contacted by the Hiring Manager to set up an interview.
- Interviews will be scheduled on a rolling basis and may include phone or video, with one or more Horizons National staff members.
- Questions may be directed to giving@horizonsnational.org.
- People of color and members of other historically excluded groups are welcome, and encouraged, to apply.

Horizons National is an Equal Opportunity employer. Employment opportunities at Horizons National are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race; color; religion; sexual orientation or transgender status; gender identity or expression; pregnancy or related medical conditions; workplace hazards to reproductive systems; national origin and ancestry; age; veteran status; current physical or mental disability or history of; intellectual or learning disability; genetic information; homelessness status; sexual harassment; marital or civil union status; lawful activity outside of the workplace such as tobacco use; or any other characteristic protected by law.