

Position Description

Project: TheDream.US¹
Position Title: Director of Development
Location: Flexible, remote work (must have an office set up)
Reports to: President and CEO
Hours/Overtime Status: Exempt, full-time
Salary Range: \$220,000 to \$250,000/year (Depending on experience and expertise)
Send resume and cover letter to: Claire Godwin
Russell Reynolds Associates
claire.godwin@russellreynolds.com
Application deadline: January 15th, 2024

Project Summary

TheDream.US is the nation's largest college and career success program for undocumented immigrant youth. TheDream.US' work is anchored in the belief that all children living in this country—regardless of where they were born—should have equitable access to a college education and career. We have awarded over 8,750 scholarships to undocumented students to attend over 80 Partner Colleges committed to their college and career success. To date, TheDream.US has raised over \$350 million in pledges and contributions and has an annual budget nearing \$45 million.

TheDream.US is a project of the New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing, and retaining exceptional people, creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. NVF's work environment is safe and open to all regardless of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and state in which you are working.

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Position Summary

The Director of Development is joining TheDream.US at a key inflection point in its 10 year history. With key projects underway, an energized and ambitious Senior Management Team, this Director would have a lasting, transformational impact on college access and success for undocumented immigrant students. This Director will work closely with the CEO, Chairman and the Senior Management Team to align the organization's goals and aspirations with the interests of the philanthropic and corporate communities, building on its strong base of current and past funders while cultivating and securing new and untapped sources of revenue. With this important 10-year anniversary and a new CEO energizing the organization for its next chapter, this Director is joining at an exciting moment with the opportunity to leverage new donors who now see an even greater chance to make a positive impact in partnership with TheDream.US.

The Director is a key partner and direct report to the CEO, who serves as a member of the Senior Management Team. This Director will help the development function evolve into more of a systems, data-driven, robust operation to support the CEO and Chairman as they expand the donor base.

Key Responsibilities

Development Strategy

- Lead strategy development and implementation of external fundraising and revenue generating efforts in support of programs and services.
- Collaborate with the CEO and Advisory Board to create forward-thinking strategies for new revenue generation, diversified income streams, and impactful donor relationships, particularly as the organization works to increase funding from Alumni, corporations, foundations, individuals, and other sources.
- Deepen and expand strategic relationships with current and prospective donors, which will include a focus on large and mid-sized national foundations, high net worth individuals, corporations and other philanthropies.
- Devise strategies and tactics designed to maximize relationships with current funders and cultivate new, diverse, untapped sources of support.
- Craft compelling, highly tailored cases for support for unrestricted funding as well as for designated projects and programs, in collaboration with the CEO and Advisory Board.
- Assign and monitor prospect portfolios for the CEO and Chairman.
- With the CEO and Chairman, review the revenue across the entire organization and recommend adjustments to continue to strengthen TheDream.US' overall financial health and sustainability.

- Partner with the CEO and Chairman on a strategy for further engagement of the Advisory Board and cultivation of new supporters of the organization through Board service.

Fundraising Execution

- Deepen and expand upon relationships with existing donors.
- Identify prospective funders and serve as a front-line fundraiser, cultivating new relationships and supporters for the organization.
- Lead the effort to significantly expand the organization's new donor pipeline and develop a long-term plan for execution of fundraising strategy
- Oversee and guide the creation of compelling fundraising materials, including grant proposals, direct mail campaigns, online fundraising and event materials. Cultivate and nurture strong community relationships to further the organization's mission.
- Gain in-depth knowledge of current and prospective programs and work closely with the team to assess areas of intersection between TheDream.US' interests and those of prospective funders.
- Develop and execute a stewardship program designed to deepen connections with supporters. Ensure comprehensive, timely and innovative stewardship of all contributions.
- Leverage technology to analyze progress against plans, monitor expenses and cost-per dollar raised and ensure security of all donor records.

Fundraising Leadership

- Contribute to a culture that supports high performance and shared goals among colleagues.
- Emphasize diversity and inclusivity in team make up, decision-making, and division of responsibilities; foster a cohesive environment where all colleagues feel empowered and valued.
- Establish goals in a collaborative manner to empower colleagues to take responsibility for the successful outcomes in their own specialty areas, the department, and TheDream.US overall.
- Oversee all operations, ensuring accurate data management and recordkeeping.
- Lead prospect research on foundation, government and corporate giving.
- Monitor philanthropic trends/data in the field and inform the CEO and Chairman as needed.
- Lead the preparation of development briefing materials for Advisory Board reports, grant activity reports, and other reports as needed.
- Partner with CEO and Chairman on annual determination of development's goals.

- Provide guidance and oversight to ensure that the enterprise CRM database is meeting the fundraising needs of TheDream.US.
- Serve as a collegial and participatory member of the organization's Senior Management Team.

Qualifications

Candidate Profile

TheDream.US seeks an exceptional, entrepreneurial, creative, curious, results-oriented Director of Development to build on the organization's momentum and take the development program to new levels of success. The Director of Development's primary aim is to increase philanthropic support from all sources, with a particular focus on building a sustainable, robust new donor pipeline while strengthening existing supporters. TheDream.US is keen to consider candidates with experience and networks in the education and college access arenas, as well as the social impact sector more broadly. The organization is particularly interested in candidates with a track record of diversifying and growing revenue streams, particularly as it looks to deepen engagement around alumni giving, corporate & foundation relations, and individual giving. Critically, the successful candidate will also demonstrate a clear appreciation of, passion for and commitment to the mission of TheDream.US and the Scholars it supports toward college and career success.

The successful candidate will be a dynamic, inclusive colleague with exceptional communication skills and the ability to work effectively and collaboratively with senior leadership to produce superior results. They will possess proven leadership, strategic thinking abilities, an eye for nuance and detail, strong management skills, demonstrated success in fundraising, a collaborative approach, and the personal energy, enthusiasm, and drive to motivate others to consistently surpass goals. This individual is responsible for building and executing the strategy to achieve an annual raise goal of \$45M. Over time, the Director will be able to add resources and capacity to the team, but initially they will come in as the founding Director of Development and will chart the next chapter alongside the CEO and Chairman.

Setting Strategy

- The ability to develop strategic and creative approaches to increase private philanthropy to TheDream.US.
- Proven analytical and strategic skills, with experience creating strategic fundraising plans and objectives, and the detail orientation and follow-through to implement those plans and to achieve or exceed goals.
- Strategic experience across all areas of development, including major and planned giving, foundation and corporate fundraising, Alumni, estate planning, event planning, prospect research, and stewardship.
- A strong analytical mindset and ability to use data to support thinking and decision-making.

- The flexibility to create nuanced plans and objectives that adapt to the situation and/or donors at hand, while bringing to life an inspirational future for the organization as a whole.

Executing for Results

- Strong track record of success building a new donor pipeline and executing against a philanthropic strategy.
- Specific experience identifying, cultivating, and soliciting major donors and gifts.
- Ability to set priorities and achieve goals, individually and for teams. Balances financial wisdom and prudence with innovation and calculated risk-taking.
- Demonstrated ability to strategically partner with supporters in the development of transformative gift ideas while also managing a development program designed to build lifelong donor relationships at every gift band.
- Empowers and inspires others to think creatively about fundraising opportunities; empowers all members of the organization to act as fundraisers on behalf of TheDream.US.

Leading and Managing Teams

- Has a proven ability to recruit, mentor, lead, and develop others; brings a track record of fostering cultures of high performance and inclusivity.
- Excellent organizational, interpersonal, supervisory, research, writing, and communication skills.
- Ability to inspire staff, responsibly delegate tasks, and ensure a collaborative working environment.
- Excellent communicator, a strong manager, and a team player.
- A flexible, inclusive approach to leadership, which adjusts to different audiences and gives focus to colleagues' work.
- The personal inclination and professional ability to be a positive and unifying figure who can lead by influence and example in order to create an integrated development culture across the organization.

Relationships and Influence

- The intellectual depth, maturity, self-confidence, interpersonal skills and warmth to work effectively with the CEO, Senior Management Team members, Advisory Board members, and donors.
- The ability to champion the organization's mission and provide motivation at all levels of the organization.
- A demonstrated track record of working effectively with a CEO or Senior Management Team and Board members.
- Excellent communication skills—both oral and written—with an impressive reputation for building and keeping relationships with people across a diverse range of educational and social backgrounds;
- Strong organizational skills combined with the ability to handle multiple tasks with agility and thoroughness.

Interpersonal Acumen and Character

- A deep appreciation and passion for the mission and aspirations of TheDream.US.
- High energy, strategic, entrepreneurial drive, creativity, flexibility, and results-orientation.
- A self-starter and problem-solver.
- A quick-study—able to thrive in a fast-paced environment.
- Culturally sensitive and astute, with generosity of spirit.
- Strong work ethic and willingness to lead by example.
- Exceptional attention to detail and track record of impeccable follow through.

Strongly Preferred Qualifications

- 10 years in fundraising roles of increasing responsibility.
- Proven track record of establishing strategic relationships with corporate, foundation, and high-net worth individuals.
- Demonstrated success in individual, corporate, and foundation fundraising.
- Superior communication skills.
- Demonstrated commitment to TheDream.US' values and mission, preferably including some experience in college access and success.
- Strategic thinker with experience in design and execution of strategic development plans.
- Collaborative style; team-builder.
- Deep understanding to TheDream.US' values and mission and the varied experiences of the Scholars served.
- Extensive experience with proposal writing.
- Multi-tasker, entrepreneurial, and innovative team-player.
- Experience working with diverse audiences and constituencies.

Benefits

“Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.”

How to Apply

Interested candidates are encouraged to submit a resume and cover letter outlining their qualifications and experience, along with two professional references to Claire Godwin, Russell Reynolds Associates, claire.godwin@russellreynolds.com by January 15th, 2024.

E-Verify

NVF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees with the [right to work](#) may not be discriminated against on the basis of national origin or citizenship status.

COVID-19 Policy

To center the safety and well-being of its employees, NVF requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19, except as otherwise prohibited by relevant state or local law. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.