



DEVELOPMENT DIRECTOR

College Forward

Austin, Texas

www.collegeforward.org

ABOUT COLLEGE FORWARD

College Forward is a \$2.6M nonprofit headquartered in Austin, Texas, with offices in Houston, Texas has 77 employees and provides college access and college persistence services to motivated, economically disadvantaged students, in order to facilitate their transition to college and make the process exciting and rewarding. College Forward's services include orientation to the college experience, preparation for college entrance examinations, assistance with college applications, assistance securing financial aid and college persistence support.

College Forward is locally and nationally recognized as an exemplary service provider and "thought leader" increasingly in demand at national and international colloquia, and receives frequent appeals for consultation and advice. The organization is perfectly positioned at the center of the college completion movement to leverage both reputation and relationships in developing scalable enterprise strategies to exploit this emerging market. More important, College Forward's leadership is bold, entrepreneurial, committed to student success, and aggressive in seeking new ways to enhance the effectiveness and scalability of its programs.

College Forward will pursue a two-pronged approach to scaling its impact:

- 1) Expand its core, nonprofit college access and college persistence programs; and
- 2) Develop social enterprise initiatives that capitalize on emerging and untapped markets. Income from this approach will partially offset the expansion of nonprofit programming.

This strategy will build upon College Forward's core capabilities while diversifying its services, enabling the organization to more rapidly increase the number of students reached by its "best-in-class" program models (from 2,000 in 2010 to 20,787 by 2016) while shifting operational expenses onto partners.

THE OPPORTUNITY

College Forward seeks an experienced Development Director reporting to the Director of External Relations and working closely with the CEO and the Board of Directors to plan and execute a strategic fundraising program that encompasses annual giving, major gifts, foundation grants, corporate sponsorships, program support and special events. This is a hands-on fund raiser who develops relationships, participates in donor calls, and makes asks when appropriate. The Development Director will be primarily focused on raising money for current operations in Austin and Houston, although she/he will probably spend 30% of her/his time working on the strategic growth initiative.

The growth opportunity for this position is being part of the collaborative leadership team instrumental in setting direction for College Forward. Additional responsibilities will be elevating the organization to the next level of sophistication by making deeper inroads into Austin's philanthropic community.

Essential Job Duties include

- Aggressively plans and directs College Forward's fundraising policies and development initiatives;
- Develops fundraising strategies and campaigns;
- Researches new methods of fundraising and determines feasibility of new fundraising programs;
- Hands-on fund raiser who develops relationships;

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The Art of People

- Is a key member of College Forward's leadership team;
- Works closely with volunteer and Board committees regarding fund development programs;
- Develops and maintains relationships with decision makers and gains the respect of donor organizations;
- Collaborates closely with Executive Director and the Austin and Houston Executive Directors;
- Experience managing development staff;
- Supervises the preparation of grants and proposals for funding;
- Supervises the development and maintenance of donor recognition programs and benefit packages;
- Performs quarterly cost analyses to ensure effective use of resources and assists the organization with strategic budgeting, reporting, and reconciling departmental expenditures

Qualifications and Personal Characteristics

A Bachelor's Degree and a demonstrated record of accomplishment in creating and implementing sustained growth strategies in fund development in a nonprofit or corporate environment are required. The successful candidate must possess the ability to work in a team environment.

Additional Background

- Ability to develop and communicate a fundraising vision, combined with strong strategic and tactical skills;
- Proven record of financial, fundraising, people and program management over a period of time;
- Demonstrated ability to work well with a Board using inclusive style and consensus orientation;
- Highest level of character and integrity, combined with a strong sense of fiduciary duty;
- Intellect and toughness to lead into an unprecedented growth opportunity;
- Imagination and charisma to excite and motivate all constituents;
- Knowledge or relationship with national foundations a plus;
- Excellent oral, written and listening communications skills, including strong presentation skills;
- Ability and desire to be an individual contributor, an "out front" leader and a "behind the scenes" player as the situation, relationship and environment dictate;
- Ability to challenge diplomatically the status quo and to propel oneself, the organization and the community to ever-greater levels of success.
- Proven ability to manage multi projects/tasks and be detailed oriented;
- Represent College Forward in a positive and professional manner;
- Other duties as reasonably requested by the CEO.
- Familiarity with Word, Power Point, Excel and donor database software.

COMPENSATION

College Forward offers a collaborative team environment, an excellent benefits package and is an Equal Opportunity Employer.

APPLICATION

Confidentiality of information shared from candidates interested in this position will be guaranteed and information will not be shared until there is mutual agreement among both the candidate and the client.

For further information about this opportunity please contact Patti Halladay, InterSource Recruiting, patti@InterSourceRecruiting.com. InterSource Recruiting supports workplace diversity and equal opportunity for all individuals.