

Center for Urban Teaching

Mission Advancement & Operations Team



Position Summary:

The Mission Advancement Team's primary role is to develop a comprehensive Advancement Program including fundraising, communications, constituent relations, and volunteers, and to coordinate seamless financial and operational systems and processes to secure CfUT's financial health both now and in the future.

Communicates with: Program Directors, Board of Directors, CfUT team members, volunteers, program participants, vendors, and partner school leaders

Job Type: Depending upon applicants, this position has the potential to exist as a part time or full time role. If part time the role will be hourly and will not be eligible for full time benefits. If full time, it will be salaried and full time benefits eligible.

Work Schedule: Due to the nature of this position, the work schedule will primarily be during the normal business operating hours of Monday-Friday, 8am-5pm. Please note that some evenings and weekends are necessary to fulfill job responsibilities for special events (i.e. October, February conferences, Trivia Night, and Summer School Program), but will be limited. Since CfUT's program is a year round operation, time off should be collaboratively planned with your direct supervisor at least two weeks in advance.

Candidate Profile and Experience Prerequisites:

- Commitment to the mission, vision, and values of CfUT, especially the belief that the teacher is the number one determining factor in student achievement
- A bachelor's degree from an accredited university required; advanced degree or equivalent experience preferred
- Experience in non-profit fundraising or related profession
- Strong computer skills (Microsoft Office, Google Docs, Google Sheets) and computerized accounting using Quickbooks
- Experienced in bookkeeping procedures including Accounts Payable, Accounts Receivable, Journal Entries, Bank Reconciliations, Account Analysis, Budgeting, etc.
- Excellent verbal and written communications skills, with the ability to present information concisely and effectively
- Exceptional attention to detail and accuracy
- Strong organizational skills - makes smart choices about which things to prioritize and what matters most, with many tasks
- Goal-driven, self-directed, and maintains a positive demeanor in all circumstances
- Able to build trust relationships among diverse audiences
- Demonstrated ability to prioritize, multi-task, and maintain high-performance standards in a fast-paced environment
- Committed to continuous quality improvement
- Ability to manage projects both independently and collaboratively as a team

Why this is imperative: *This team is imperative to CfUT's success because it helps to ensure CfUT maximizes efficiency, sustainability, growth, and long-term viability by retaining customers and employees and creating systems and processes to carry out its mission by building great relationships, raising awareness, and connecting people to the joy of giving, and ensuring the organization runs smoothly on a daily basis.*

The win: *You are successful when fundraising and sustainability goals are met operations are so smooth that team members from program areas are able to spend 95% of their time in the field identifying, preparing, and supporting teachers and leaders and less than 5% of the time on the operational side, and each donor knows their impact, feels valued, and invites others to support the CfUT cause.*

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Job Responsibilities:

Fundraising

- Identify, cultivate, solicit and close major, mid, and low-level gifts.
- Support the development and maintenance of a three-year strategy and plan for the Advancement Program which is updated annually
- Maintain an active pool of prospects
- Engage Board and community members in the process of identification, cultivation, and solicitation of major gift prospects
- Cultivate donors for campaigns and special events (i.e. conferences, summer school, program expansion)
- Maintain a donor database to ensure all records remain current (e.g., corporate/community board affiliations, address changes, contact changes/promotions, deaths, marriages, divorces)
- Receive and record all details related to gifts (e.g. check, PayPal, in kind), including scanning and saving letters and gift records for auditing purposes)
- Process, record, and mail all donation acknowledgement letters
- Research, manage, write, and administer grant opportunities
- Maintain and monitor a grant writing calendar to track important deadlines
- Plan, organize, and facilitate events, meetings, and special fund- and/or friend- raising events
- Coordinate event communications with participants
- Recruit key stakeholders, donors, and prospects to attend events

Marketing & Communications

- Support the development and implementation of a strategy and plan for an integrated marketing communications program, including a branding program, key messages, and multi-media strategy
- Serve as liaison between CfUT team members and outside marketing agencies to advance CfUT marketing efforts.
- Coordinate all mailings (e.g. donor solicitation, invitations, summer school writing campaign)
- Maintain website content
- Organize and execute social media campaigns and maintain all platforms
- Draft and distribute newsletter via website, email, and social media
- Recruit and train volunteers
- Coordinate the initial volunteer schedule to ensure volunteer and project needs are met
- Provide support and counsel to volunteers
- Create and manage all print marketing material needed for events and programming

Finance & Administration

- Manage all accounts payable, including PO system, employee credit cards, and bills
- Create proposals, invoices, and statements to school leaders and Title vendors
- Manage the cash inflow & outflow, donations, collections, bank deposits, and reconciliation of bank accounts
- Prepare annual budget, provide ongoing monitoring and updating of forecasts and cash flows to manage expenditures and initiate corrective actions
- Ensure maintenance of appropriate financial records and preparation of required financial reports in collaboration with the accountant
- Oversee the annual audit and tax filings
- Ensure the organization is in compliance with all rules and regulations for non-profits
- Manage and pay employee benefits and payroll, and file employee paperwork
- Conduct background checks for all new and potentially new employees
- Oversee and conduct general employee onboarding

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Operational & Facilities Management

- Coordinate and conduct basic office operations including purchasing, filing systems, and manage the physical care of office facilities (equipment, IT, electronic and paper files, reception, telephones, cleaning, maintenance, etc.)
- Oversee the effectiveness of all processes and activities of the organization's operations, and provide reports on the operating condition of the organization to the ED and the Board of Directors on an as needed basis
- Maintain positive customer relations (answer the phone, monitor the voice mailbox, oversee the general email inboxes, manage the ingoing and outgoing mail, etc.)
- Oversee maintenance and ongoing development of all electronic devices and database systems (Salesforce)
- Oversee the purchase, order, and set up of all new technology to accomplish organizational objectives
- Plan travel for staff and program participants by arranging for airfare, lodging, and vehicles; coordinating agendas, creating travel packets

General Duties

- Cultivate relationships with the community and partners such as Title vendors, school leaders, and service providers
- Provide customer service in relation to the work described above
- Manage key projects and special initiatives that relate to organizational growth with a focus on finance/operations
- Meet with CfUT team members, volunteers, program participants, vendors as needed and directed by the Director of Mission Advancement
- Actively participate in team meetings and team strategy review sessions
- Reporting weekly on progress toward goals to direct supervisor and the rest of the team
- Perform other related duties incidental to the work described above