



Assistant Director of Development

Organization Background:

Horizons Atlanta (HA) believes that every child in Atlanta, regardless of background, should have the same chance at making a positive impact on his or her community. By eliminating the critical barriers to success that many of our children face, we aim to put them on a path to:

- Read proficiently by the end of third grade
- Achieve eighth grade math proficiency
- Build swimming skills and confidence
- Graduate from high school, college and/or career ready

We accomplish this by providing our students access to high quality academics in an engaging, tuition-free, six-week summer enrichment program focused on literacy, math, and swim skills, as well as complementary school year activities.

We are a rapidly growing organization. In 2021, our student seat capacity reached 1,270, serving K-8th grade students at ten metro Atlanta private schools, colleges, and universities on an operating budget of \$3.2 million. Our student seat capacity will increase to nearly 1,400 in 2022 on a projected budget of \$3.7 million.

Job Summary:

HA seeks an experienced Assistant Director of Development (ADOD) to support the Director of Development (DOD), Executive Director (ED) and Board of Directors with the execution of a strategic, cohesive, and systematic advancement program to broaden HA's development, outreach, and stakeholder relations activities. The role includes leading the planning and performing of key tasks to increase and diversify our donor base and strategically elevate the Horizons Atlanta brand in the education and philanthropic communities.

This position reports to the DOD and will maintain excellent internal and external stakeholder relationships for the purpose of organizational resource advancement.

Job Responsibilities:

Donor Prospecting and Solicitation

- Expand and manage a portfolio of foundation, government (up to \$25,000) and individual (up to \$2,499) donors, including prospecting, grant application, proposal development and solicitation
- Provide research support for all potential foundation opportunities
- Maintain an active schedule of solicitation, cultivation, and stewardship calls to donors and new prospects.

- Create and promote opportunities for volunteers, including developing pathways to philanthropy

Donor Stewardship

- Cultivate relationships with donors in the ADOD's portfolio through correspondence, phone calls, virtual and in-person meetings, and other contacts
- Create additional donor engagement programs (recognition opportunities, events, gifts, and marketing efforts) to deepen relationships with individual donors
- Produce and submit detailed partnership reports for our lead partners that communicate key objectives, programming, results, and impact of the partnership, including but not limited to grant reports and donor gift acknowledgements
- Work closely with the DOD on 100% Club (donor recognition program) stewardship activities as well as other key marketing initiatives (brochure development, videos, press releases, etc.)

Event Planning & Management

- Assist the DOD in producing Horizons Honors, our annual fundraising and scholar recognition event
- Plan and execute all annual online donation event campaigns (Horizons Giving Day, GA Gives Day, social media, etc.)
- Coordinate logistics for donor stewardship events (Horizons Impact Awards, 100% Club recruitment, etc.)
- Evaluate, plan and execute community-sponsored fundraising events (dine outs, shopping events, etc.) or other one-time fundraising events

Site Level Fundraising Support

- In concert with each program site director, develop an annual site-level fundraising strategy to secure funds towards the site level percentage contribution to program budgets
- Provide fundraising support to sites, including but not limited to grant writing, marketing toolkits, collateral review, solicitation templates, including in region-wide communications, etc.
- Support the planning and hosting of Visitors Days at each site to maximize stakeholder and donor engagement opportunities

General Development Support

- Maintain foundation and corporate grant calendar to track application and report dates
- Assist the DOD in maintaining data and reporting in donor CRM application (Salesforce)
- Support other regional team member initiatives (Annual Report, newsletters, program impact compilation and reporting, etc.)

Candidate Qualifications

- Bachelor's degree required
- Minimum of five years of professional fundraising leadership experience in complex advancement and donor engagement programs
- Demonstrated success in fundraising, including a history of soliciting/securing five-figure gifts

- Direct individual donor identification, cultivation, and solicitation experience
- Foundation relationship and grant writing experience
- Persuasive public speaking, written and verbal communication skills
- Proficiency in Microsoft Excel, PowerPoint, Word (or Google Suites alternatives)
- Familiarity with donor CRM (Salesforce) and electronic communication technology (MailChimp)
- Excellent planning and organizational skills, detail-oriented, and demonstrated ability to manage deadlines and multiple ongoing projects from start to finish
- Experience with developing and maintaining productive working relationships with a wide range of internal and external stakeholders (e.g. senior corporate executives, school presidents, Horizons parents, Board of Directors, etc.)
- Ability to work as a leader and as part of a team
- Ability to manage ambiguity and multiple priorities inherent in a fast-paced entrepreneurial environment
- Unwavering commitment to customer service and satisfaction
- Relentless results orientation
- Commitment to the mission of providing life changing academic and enrichment programs to children in underserved communities
- Strong goal-oriented mantra with a strong desire to build a career within Horizons Atlanta

Application Process

Interested candidates should submit a cover letter and resume to jobs@horizonsatlanta.org.

Compensation

Salary for this position is competitive and based on prior experience. A competitive benefits package (including health insurance) will also be offered.