



Director of Advancement

Founded in 2012, [Education Opens Doors](#) equips more than 12,000 middle school students every year to uncover the “bigger why” behind school during critical decision-making years. We train middle school teachers with a college and career readiness program to meet a pressing need in our education system: a lack of dedicated time during the school day to provide students with the knowledge and skills to navigate their college and career options - and to have the strong social and emotional skills that are so critical in life. Through EOD, students primarily from low economic backgrounds and communities of color, go from receiving the national average of 38 minutes of college and career counseling over 4 years to 900 minutes in just one year.

Education Opens Doors Core Values

★ Purpose Driven ★ Equitable ★ Life-long Learners ★ Empathetic ★ Innovative

Education Opens Doors is seeking a Director of Advancement to join our highly motivated and collaborative Dallas-based team. The responsibilities and qualifications for the position are listed below.

Role Summary

The Director of Advancement will join a driven, dynamic, and growing team, who are currently supporting nearly 120 educators and over 12,000 students across Texas with the life-changing Education Opens Doors Program. The Director of Advancement will be responsible for setting and executing fundraising strategy, building our philanthropic revenue pipeline and cultivating a culture of fundraising across Education Opens Doors. This individual will also be responsible for managing and developing our Advancement Team, providing periodic updates on fundraising to the Education Opens Doors’ Board of Directors, and be excited about working collaboratively with both internal and external stakeholders.

What You’ll Be Doing

Fundraising Strategy & Leadership

- Leads the creation and supports the execution of a comprehensive annual fundraising strategy with goals of at least \$2 million per year and growing.
- Develops annual goals, plans, and strategies to diversify and increase philanthropic support through a comprehensive multi-year development strategy, including pipeline development and donor stewardship.
- Takes a values aligned and donor centric approach that utilizes the CEO, Board of Directors, and the unique strengths of the organization to secure gifts and to sustain long-term relationships.
- Presents departmental updates and owns philanthropic thought leadership with EOD’s Board of Directors.

Philanthropy



- Oversees the stewardship plan to strengthen relationships with current donors, in partnership with the CEO, through strategic communications, ongoing correspondence, and relationship management
- Supports the cultivation of new donor pipeline through targeted outreach, strategy, and the storytelling
- Designs plans and programs to generate revenue through principal and major gift solicitations, board fundraising, annual appeals, recurring donor campaigns, events, sponsorships/partnerships, and other strategies
- Organizes and oversees donor engagement events and visits with an ability to combine program knowledge, hospitality, and active listening to ensure a positive experience and appropriate follow up

External Ambassador

- Serves as an ambassador and spokesperson for Education Opens Doors; purposefully articulates our mission and story to external constituents, community partners, and current and potential funders
- Conducts meetings, attend conferences, and organize events to engage new prospective funders and steward current donors
- Collaborates with internal teams (Program, Partnerships, Policy & Advocacy, etc.) to align on external messaging centered around EOD's mission and impact.

Advancement Team Management

- Coaches, develops and supports the growing advancement team, currently consisting of an Advancement Associate and Grant Writer, to reach philanthropic goals.
- Drives internal project management for the advancement team including cultivating and maintaining leads, developing a pipeline of prospects and philanthropic revenue, and tracking conversion to income that is all monitored and tracked in Salesforce CRM
- Manages a contracted grant writer to apply for and report on public and private grants to support our work across all schools and all geographies.
- Leads and promotes an internal team culture of philanthropic engagement.

Qualifications

- Minimum 3-5 years of substantive work experience with growing responsibility in philanthropy development, fundraising or in a role focused on influencing adults within a non-profit or school district
- Bachelor's (B.A. or B.S.) from an accredited four-year college or university required; Masters' degree (MBA or MEd) preferred
- Effective strategic planning ability and significant project management experience
- Excellent relationship and coalition-building skills and ability to move and communicate seamlessly and optimally among and between multi-faceted audiences and stakeholders
- Ability to thrive in a fast-paced environment and can work autonomously as well as take direction when needed
- Excellent organization, time management and follow-up skills; ability to prioritize and demonstrate a focus on efficiency



- Proficient in use of Microsoft Word, Excel, Salesforce, and Google Suite

What We Offer

The starting salary range for this position is \$75,000. We also offer a competitive benefits package which includes medical, dental, vision, short-term disability, long-term disability, life insurance, retirement matching, flexible work from home policies, professional development stipends, and more. Education Opens Doors offers a generous vacation package and the opportunity to work with a dynamic team of change makers.

To Apply

Send a 1-2-page résumé, cover letter explaining your passion and alignment to this position, and salary requirements to employment@educationopensdoors.org. *Incomplete submissions will not be considered.*

Any questions can be directed to employment@educationopensdoors.org.

Equity Statement

Education Opens Doors is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity, or creed. LGBTQ+ individuals and people of color are strongly encouraged to apply.