



# Branch Alliance for Educator Diversity

<b>Development Associate</b>	
<b>Organizational Description</b>	<p>More than half of American public-school students are children of color, and only 21% of their teachers are from these same racial and ethnic groups. The Branch Alliance for Educator Diversity (BranchED) was founded in 2017 to empower, connect, and advance Minority Serving Institutions (HBCUs, HSIs, tribal colleges, and others) to maximize programming and drive innovation in preparing highly-effective educators who reflect and champion the diversity of our nation’s school children. These 285 Minority Serving Institutions comprise 21% of education providers in the United States, but train 51% of all Hispanic students earning bachelor’s degrees in education, 51% of Native Hawaiian and Pacific Islander teacher candidates, 38% of African American teacher candidates, and 35% of bachelor’s degrees in education for Native Americans and Asian Americans.</p> <p>BranchED is the first and only non-profit organization in the nation that is dedicated to strengthening and growing educator preparation at MSIs, with the larger goals of both diversifying the teaching profession and intentionally addressing critical issues of educational equity for all students.</p> <p>BranchED is an organization that values authenticity, relationships, well-being, learning, personal growth, and an unwavering commitment to racial equity and inclusion.</p>
<b>Position Objective</b>	<p>The Development Associate reports to the Development Director. In this newly created position, the Development Associate will provide fundraising support for a wide range of functions that are needed to assist in reaching our fundraising goals. The Development Associate will play a crucial role in ensuring Salesforce CRM integrity, driving prospect research, donor stewardship efforts, events support and supporting the Development Director in fundraising efforts.</p>
<b>Essential Functions –</b>	<p><b>Prospect Research</b></p> <ul style="list-style-type: none"> <li>• Support a robust effort to research and qualify individual, corporate, foundation and government donor prospects.</li> <li>• Support the vetting of an identified \$6M pipeline.</li> <li>• Lead research efforts to identify and prioritize prospective institutional, corporate, and individual donors.</li> </ul>



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- Manage the leads process and make prospecting calls with potential donors as needed.
- Conduct thorough research to understand prospects' giving and corporate social responsibility (CSR) priorities, and how they fit with BranchED priorities and programs.
- Build individualized outreach and cultivation plans, including mapping board, staff, and alumni networks to identify and leverage personal connections.

#### Database/Tracking

- Ensure accurate and timely upkeep of all donor data into Salesforce CRM, including new opportunities and gifts secured.
- Ensure Salesforce CRM generated donor email lists are segmented properly and integrated into Salsa Labs/Constant Contact.
- Evaluate data trends by reviewing year over year data.
- Run Salesforce month-end reports supporting frontline fundraising.
- Process all pledge and gift entries, pledge payment reminders, and gift acknowledgments following documented processes and timelines.

#### Writing

- Support the preparation of materials for donor meetings and timely follow-up.
- Support Development Director in writing donor facing materials such as donor newsletters, donor thank you notes, and donor appeals.
- Track metrics for donor touchpoints and communications.
- Maintain donor communications calendar.
- Works with Development Director and organizational staff to share stories (written, video, audio) to use for donor communications.
- Co-create proposals, reports, and concept papers

#### Events

- Assist in coordinating fundraising events and donor cultivation events as needed.

#### Development Operations

- Ensures proper handling of sensitive donor and financial information.
- Run scheduled and ad hoc reports, run queries and pull data from Salesforce database, manipulating in Excel, and presenting in a highly readable format.



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	<ul style="list-style-type: none"> <li>• Proactively communicate updates and progress to key stakeholders across the BranchED network, including CEO and CFO.</li> <li>• Ensure timely and transparent information sharing between organizational work groups, coordinating opportunities for collaboration in donor cultivation and stewardship.</li> </ul>
Education & Experience	<ul style="list-style-type: none"> <li>• A Bachelor’s degree with 2 to 3 years of fundraising or related experience.</li> <li>• Candidates with Associate Degrees will also be considered with a minimum of 3 years of demonstrated fundraising or development experience.</li> <li>• Exceptional researcher and fact-finder.</li> <li>• Strong attention to detail and capacity to balance competing priorities.</li> <li>• Enjoyment and expertise in prospect research and qualification, leveraging all information at your disposal to analyze a prospective donor’s fit with an organizational mission.</li> <li>• Experience qualifying corporate and foundation prospects is a plus.</li> <li>• Skilled writer with the ability to appeal to an audience’s interests and priorities.</li> <li>• Experience in crafting proposals, letters of interest, concept papers, reports, and other donor-facing communications.</li> <li>• Adept at packaging data and stories in order to create powerful written narratives.</li> <li>• Understanding of the technical aspects of fund development, including pipeline and moves management, and the ability to proactively align development with best practices, issues, and interests is key.</li> </ul> <p><b>TECHNICAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office including PowerPoint, Excel, and Outlook; Zoom; Constant Contact; and Dropbox</li> <li>• Experience with CRM databases (Salesforce preferred) and wealth screening tools a plus</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>- Proactive and self-led development professional</li> <li>- Strong interpersonal and communication skills</li> <li>- Attention to detail, reliability, and organizational skills</li> </ul>



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	<ul style="list-style-type: none"> <li>- Ability to work independently, self-manage priorities and goals for projects, consistently meeting deadlines</li> <li>- Ability to pivot from one task to another without “dropping the ball”</li> <li>- Adaptive, flexible, and willing team player</li> <li>- Desire to engage donors in alleviating educational inequity through diversifying the educator workforce, a keen interest in social justice, and</li> <li>- Attentiveness to evolving trends</li> <li>- Comfortable with ambiguity and can succeed in a highly entrepreneurial and fast-paced environment.</li> </ul>
Compensation	<ul style="list-style-type: none"> <li>• This is a full-time exempt position. BranchED provides benefits for eligible employees.</li> <li>• Competitive salaries benchmarked against the industry. Compensation will be commensurate with relative work experience and education.</li> <li>• Medical insurance with up to 100% employer contribution</li> <li>• Dental, vision, FSA, life and disability insurance plans, and 401 (K) retirement plan with an Employer Match up to 6% of your compensation.</li> <li>• Generous time off including 15 days of paid time off (to be taken for sickness or vacation) and 18 holidays (10 organization-wide holidays, 1-week December closure).</li> <li>• Organization-wide and workgroup training, plus a \$200 professional development stipend for external training</li> <li>• A commitment to developing leaders from within the organization</li> <li>• An organizational culture that supports staff well-being and holistic self-care/community care</li> <li>• Ample opportunities to connect with the faculty/leaders, students and communities we serve</li> </ul>
# of Direct Reports	0
Reports To	Director of Development
Location	Austin, Texas (preferred) or remote. Ability to work effectively remotely until the office reopens
Setting	This position operates in a general office setting. Occasional travel and lifting are expected.



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## **Application Procedure**

Nominations or applications (with current resume **and** letter of interest) should be sent confidentially, electronically to [talent@educatordiversity.org](mailto:talent@educatordiversity.org). The review of applications will begin immediately and will continue through the due date.

BranchED is an equal opportunity employer and welcomes a diverse pool of candidates for this search. We are committed to fostering a culture of inclusion and welcome individuals with diverse backgrounds and experiences to apply. Applicants must be legally authorized to work in the United States. We are not authorized to sponsor the H-1B visa.

The Branch Alliance for Educator Diversity does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.