



Donor Relations Manager (Individual Giving)
Position Description (Location: Flexible)

THE OPPORTUNITY

Techbridge Girls (TBG) is an award-winning national non-profit organization bringing science, technology, engineering, and math (STEM) education to all girls across the U.S. For 20+ years, TBG has reengineered the way STEM education is taught, centering our girls' brilliance and potential, with an emphasis on increasing STEM access, belonging, and persistence for BIPOC (Black, Indigenous, and people of color) youth from marginalized communities. We believe that without BIPOC girls' experiences, values, interests, voices, and brilliance, we will never experience the full possibilities of what STEM can do for our world, and we have set a goal to reach 1M girls by 2030. We are on this path because we believe no girl should be shut out or left behind in this STEM revolution.

Building on 20 years of work, we champion equity in STEM and fair access to economic opportunity for all girls, no exceptions.

We equip educators with high-quality curricula and training to ensure the best instruction and opportunities are brought to our girls*, no matter their income or location. Through our work, we strive to amplify the experiences, challenges, and successes of our girls and educators and advocate for those who lead fearlessly in an uneven playing field.

This year, we hit 110% of our fundraising target, and we brought on new major donors, including our first \$1,000,000 institutional donor gift and our first \$100,000 gift from an individual donor. With a team of 21, a \$4M budget, and a growing fundraising pipeline of prospects, Techbridge Girls is poised to increase our impact. To learn more about our ambitious goal of growing our movement to reach over a million girls by 2030, please visit us at www.techbridgegirls.org.

We seek a creative, innovative relationship builder to join our Development team. The Individual Giving Donor Relations Manager will work in collaboration with the VP of Development and be responsible for TBG's efforts to deepen and expand our relationships in the community, expanding our base of STEM equity champions through TBG campaigns (e.g. Year-End; Giving Tuesday, Women's History Month). This individual will be a key contributor to our team, responsible for crafting and implementing fundraising strategies and plans that meet TBG's short-and-long-term objectives.

The Individual Giving Donor Relations Manager will bring a successful track record of leading and executing annual giving and major donor campaigns, creating campaigns focused on new donor prospects across the United States, increasing the capacity of our fundraising operations, and contributing to strategic conversations about organizational growth.

KEY RESPONSIBILITIES

- Working closely with the Vice President of Development, this individual will engage in individual donor relationship building, develop ties with the community, and support campaigns to increase awareness of Techbridge Girls and share the stories of our girls and educators.
- Build a broader base of donors, including securing \$125K+ in new major donor gifts and

adding over \$300K to our pipeline of individual donors to support our “Path to Persistence” campaign.

- Execute a comprehensive, goal-based, long-and short-term development plan directly related to the organization’s strategic plan. This plan includes expanding individual giving, planned giving, and donor relations.
- Work with the Vice President of Development to strategize approaches to major gift prospects and donors. Build new donor audiences by developing partnerships and identifying, researching, qualifying, and cultivating individual prospects from the existing database and outside sources.
- Creatively cultivate, solicit, and steward new major donor prospects and current major donors, with a focus on individual donors
- Support the CEO by making regular phone calls to current and potential donors, partners, and sponsors.
- Represent TBG as an advocate and spokesperson to key external audiences, including peer and philanthropic organizations, and funders to expand visibility and support.
- Prepare weekly, monthly and annual individual giving reports to track program performance for the VP of Development; ensure that development department records reconcile with those of the accounting office.
- Track and achieve measurable quarterly and annual fundraising goals, such as pipeline metrics, retention goals, cultivation touchpoints, and the number of individual donor meetings and calls.
- Participate in the development and maintenance of integrated donor tracking systems. Work with the Donor Relations Associate (Systems) to review and support all individual donor information systems, gift processing, and acknowledgment systems.
- Support the implementation of a professional development program for the development staff.
- Contribute to strategic conversations on organizational growth
- Collaborate with the VP of Development and the Communication team to disseminate effective fundraising communications

OUR IDEAL CANDIDATE

Our ideal candidate brings the following competencies, experiences, and core values:

- Demonstrated commitment to racial and economic justice
- Utilizing storytelling as a way to uplift the stories, experiences, and brilliance of our community of girls and educators.
- Ingenuity, creativity, flexibility, resourcefulness, humor, and comfort with ambiguity are needed to thrive in a fast-paced, collaborative environment.
- Emotional intelligence and the ability to listen and understand others’ needs to help establish and maintain strong relationships.
- Excellent project management skills (e.g., time management, managing deadlines, delegating tasks, motivating and managing a team, creating new processes, and fundraising metrics).
- 5+ years of nonprofit fundraising, business development, marketing, or partnerships experience.
- Track record of securing new major donor pledges and gifts by using creative, customized donor-centered strategies as well as creating and reporting on metrics



- Experience successfully cultivating and soliciting prospects across the United States and willingness to map connections across networks, including those of Board and staff.
- Strategic thinker willing to contribute to conversations on organizational growth.
- Prior experience raising funds for STEM programs or equity in education is a plus.
- We welcome and encourage all interested candidates to apply, including those who may not meet all formal qualifications.

OUR TEAM

We dream big and we work hard. Our work is challenging and fast-paced. You will join a collaborative team of leaders who value equity and inclusion as the foundation of advancing our urgent mission. We rely on creativity, flexibility, listening, critical thinking, and humor to bring out the best in each other, our partners, and all our program participants.

Appreciation matters here, and comes to life in how we celebrate each other's milestones (birthdays, work anniversaries, individual appreciation days), as well as team wins. We also express appreciation to each other in how we give and receive feedback and how we set goals.

We continuously look for new ways to maintain a culture where our people's talents are nourished and can shine. We value all Techbridge Girls teammates and we offer paid vacation, health, and dental benefits, life insurance, professional development opportunities, a 403(b) retirement plan with an employer contribution, and more.

ATTRACTING CANDIDATES FROM ALL BACKGROUNDS

Techbridge Girls is a social justice organization committed to creating a fair and equitable society for all girls to thrive and succeed in STEM no matter their background, race, ethnicity, socio-economic status, gender identity and/or orientation. As a Black-woman-led organization comprising over 70% of people of color, we are committed to creating an inclusive and diverse workplace where every staff member feels heard, supported, valued, and can share their authentic brilliance to move the Techbridge Girls mission forward. We are an equal opportunity employer, committed to addressing issues of racism and inequity internally and externally.

LOCATION

We welcome candidates from all US locations. We continue to adapt to working remotely as a team, including creating and testing new policies and remote work scenarios to best support our team's needs. This role also requires the ability to meet with donors, including possible overnight travel multiple times a year.

WORK SCHEDULE:

- A typical schedule consists of Monday-Friday from 9 am-5:30 pm, flexibility as needed.
- This position may require some weekends or extended hours

TO APPLY

Please send a cover letter, resume, and a 1-2 page writing sample to: jobs@techbridgegirls.org.