



**Job Title:** Senior Manager of Institutional Giving

**Team:** Development and Communications

**Start Date:** October 2018

## **OUR STORY**

Blue Engine is a New York City-based education nonprofit founded in 2010 to dramatically improve academic achievement for students in historically oppressed communities. We help schools restructure the classroom with trained teams of teachers who provide daily, differentiated instruction for students in Algebra and English/Language Arts classes.

In 2010, Blue Engine launched in-school programming with an inaugural cohort of 12 Blue Engine Teaching Apprentices (BETAs): AmeriCorps service members who spent a single year tutoring small groups alongside two classroom teachers in Washington Heights. Blue Engine reached a total of 186 students that first year. Blue Engine has grown ten-fold since, partnering with 9 schools across Manhattan, Bronx and Queens, supporting 72 BETAs to serve alongside 24 classroom teachers, and serving over 1,800 in 2018-19. This growth is fueled by results – Blue Engine is moving the needle on college readiness for large percentages of students in our partner schools. Students in Blue Engine classrooms have experienced up to 7 additional months of learning in a single school year. Additionally, Blue Engine is starting to innovate on our implementation model as we prepare for scale.

The core of what we do is to unlock human potential through strong human relationships. By creating learning environments where students are seen for who they are, what they need, and what they want to become, we create the classroom conditions that enable students to thrive.

## **Team**

The Blue Engine Development team raises private revenue by crafting a strong organizational narrative that showcases our program and galvanizes support from institutions and individuals to meet our operating needs. This year, the Development Team will raise \$3.8M in private revenue. Blue Engine is fortunate to have performance-based, social impact funding partners such as Robin Hood Foundation, Michael and Susan Dell Foundation, Tiger Foundation, Heckscher Foundation for Children, and Carnegie Corporate of New York.

## **The Role**

The Senior Manager of Institutional Giving will play a critical role in our efforts to secure 70% of our private revenue need from institutional funders. In addition to managing an existing portfolio of institutional funders, this person will be responsible for building a pipeline of new funders. This is a critical role as Blue Engine builds on its track record of success to scale impact and reach more students.

The ideal candidate is a curious storyteller who enjoys transforming vision into a compelling narrative. This person is a strong multi-tasker and enthusiastic learner who is eager to advance Blue Engine's mission through strong relationships and the written word. To be



successful, the Senior Manager of Institutional Giving must be a strong writer and innovative thinker, and detail-oriented.

The Senior Manager of Institutional Giving will report to and work closely with the Vice President of Development and External Affairs to set and execute an institutional giving strategy for FY19 and beyond. This person will be responsible for: creating and executing an operational plan to meet fundraising goals; developing strategies and cultivation plans for a portfolio of funders and prospects; and managing up to the VP and CEO to cultivate, solicit and steward funders.

## **PRIMARY RESPONSIBILITIES & OUTCOMES**

**Institutional Giving Portfolio Management** - *Manage Blue Engine's portfolio of foundation and corporate funders and prospects by:*

- Developing strategies and tactical plans to achieve goals for different for each and current prospective funder
- Creating a tailored cultivation or stewardship plan for each funder and prospect that leads to retention and maximizes giving potential
- Collecting and synthesizing the most up to date information and data about Blue Engine's strategic priorities and program to include as appropriate in grant proposals, reports and other supplementary materials
- Writing high-quality written communications for funders at all stages of the development process including letters of intent, proposals, interim and final reports that convey our mission and strategic direction in an accurate and compelling way
- Creating and maintaining a grants calendar that tracks all activities related to foundation and corporate giving including: research, submission, and follow up
- Managing up to CEO, VP, and Board of Directors to advance funders and prospects through the pipeline to reach outcomes
- Coordinating school site visits, meetings, and other events for corporate/ foundation supporters

**Institutional Giving Strategy** – *Serve as key thought partner to implement institutional giving strategy by:*

- Collaborating with the Vice President of Development and External Affairs to execute strategic and operational plans for institutional giving, with a focus on retaining/upgrading current supporters and reaching new supporters
- Working closely with the VP to update Blue Engine's problem statement and evolving the organizational narrative to reflect growth and innovation work
- Monitoring progress to goal by maintaining accurate and up-to-date records on funders and conducting analysis to identify actions that are driving or impeding progress
- Prioritizing key actions for the CEO and VP to take in cultivating, soliciting and stewarding funders; prepare materials that will enable them to execute with fidelity



**Content Curation & Collaboration** – *Gather and synthesize the most up to date information for thoughtful, timely communication with funders by:*

- Partnering with the Finance team to provide accurate financial info to funders
- Collaborating with other internal teams (e.g. Program, Org Learning & Innovation) to ensure the most recent info is included in funder communication
- Developing presentations and other prep materials to ensure high-impact funder touch points
- Sharing news and articles that relate to Blue Engine's work, prospects, or funders

**Collective Responsibilities** - *As a member of the Blue Engine team, staff members are expected to fulfill responsibilities that allow our organization to make an impact on student outcomes, do our work, make decisions, grow as professionals, and strengthen our team culture. This includes, but is not limited to:*

- Volunteering at org-wide events
- Participating in BETA selection and onboarding process
- Upholding our office operations, HR and fiscal responsibilities
- Operating with our Core Values and commitment to Diversity, Equity and Inclusiveness

### **Who We Need**

Our belief in teams extends beyond the classrooms; we fundamentally believe that we are better together than we are as individuals. Our team supports one another to reflect, improve, and push our individual and collective practice to new levels. We are looking for someone who will bring their ideas, experience and perspective and - as important - someone who has a natural sense of curiosity, has a desire to learn and thrives in cultures that foster open and honest feedback. We are looking for a dedicated, self-aware, smart person who genuinely wants to work with a team of similarly smart, dedicated and self-aware people!

Blue Engine needs a Senior Manager, Institutional Giving who is driven; demonstrates exemplary professional behavior and values; and is resourceful, responsible, tenacious, independent, and honest. We are looking for a person with exceptional interpersonal skills which will allow them to build relationships and effectively communicate with external stakeholders and staff.

### **Specifically, we are searching for an individual who possesses the following:**

- A minimum of 5 to 7 years of work experience
- Strong written communicator; specifically can write compellingly about our organization, mission, and goals and effectively tailor messaging to different audiences
- Critical thinker who displays strong judgment in prioritizing problems to solve and opportunities to pursue
- Highly organized, deadline-driven and with exceptional detail orientation
- Keen understanding of the beliefs, contexts, and motivations of others



- Motivated by achieving results through others and able to manage others towards outcomes
- Ability to go beyond standard “customer service” approach to donor management to build authentic relationships and effective stakeholder engagement
- Ability to operate with purpose, urgency, and accuracy in a fast-paced, deadline-driven environment; zero balls dropped
- Appetite for working through ambiguity and leading through change
- Is reflective, open to feedback and demonstrates a growth mindset
- Strong entrepreneurial spirit
- Working knowledge of database functionality (Salesforce preferred)

### **COMPENSATION**

Salary and benefits will be competitive and commensurate with experience. Blue Engine employees are provided comprehensive benefits, including six weeks paid time off.

### **TO APPLY**

Applicant should submit a resume and a cover letter using [THIS LINK](#). The review of applications will begin immediately and continue on a rolling basis.

### **OUR APPROACH TO DIVERSITY, EQUITY AND INCLUSIVITY**

Blue Engine is more than an “equal opportunity employer.” We acknowledge the roles we play as educators and leaders in the systems of oppression and racism that exist in our city, our communities, and our classrooms, and strive to become an actively anti-racist organization. We do this first by articulating the value of diversity, inclusivity, and equity as separate yet interwoven concepts; we evaluate decisions and policies through the lens of diversity, inclusivity, and equity; we pursue opportunities for continued learning about how historic and current systems of oppression manifest in individuals and organizations; we strive to increase our collective awareness of the cultural values, biases, and differences in self and others; we utilize skills of interruption to bring to bear cultural breaches along the lines of diversity, inclusivity, and anti-racism and combine these approaches to embrace and resolve conflict while fostering growth. We make this commitment because we know it enables us to more meaningfully connect with each other, our students, and the communities in which we work.