



Job Title: Senior Manager of Institutional Giving

Team: Development and Communications

Start Date: ASAP

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 from institutional, individual, and corporate funders. This year, the Development Team will raise \$3.8M in private revenue, 70% of which is from institutional funders. 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 Corporation of New York.

The Role

The Senior Manager of Institutional Giving will lead efforts to secure funding by crafting a strong organizational narrative that showcases our program and galvanizes support from foundations to meet our operating needs. This is a perfect role for someone who is eager to help a growing organization build systems and structures for long-term success.

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 aspect of the 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 collaboration and the written word. To be successful, the Senior Manager of Institutional Giving must be a strong writer and a creative thinker.

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.

PRIMARY RESPONSIBILITIES & OUTCOMES

Institutional Giving Portfolio Management - *Manage Blue Engine's current portfolio of foundation and corporate funders.*

- Develop strategies and tactical plans to ensure a 90%+ renewal from current funders
- Develop high-quality, compelling proposals and reports for funders, and other collateral needed for stewardship
- Build strong relationships with current partners by proactively sharing programmatic updates, organizational news, etc.
- Create and maintain a grants calendar that tracks all activities related to foundation and corporate giving
- Coordinate school site visits, meetings, and other events for institutional funders

Institutional Giving Pipeline Building – *Build a robust pipeline of foundation and corporate funders.*

- Build a pipeline of the top 20+ national funders by researching, organizing, and qualifying prospective funders
- Develop a robust landscape analysis to better understand Blue Engine's unique value proposition relative to funding opportunities
- Produce research and briefings to move new funding opportunities forward
- Prioritize 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

Cross-team Collaboration – *Gather and synthesize information for funder communication.*

- Collect and synthesize the most up to date information and data about Blue Engine's program and strategic priorities
- Partner with the Finance team to provide accurate financial info to funders
- Collaborate with other internal teams (e.g. Program, Org Learning & Innovation) to ensure the most recent info is included in funder communication
- Develop presentations and other prep materials to ensure high-impact funder touch points

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
- Fulfill responsibilities that allow our organization to operate effectively, including office operations and HR
- Upholding and living out 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 3-5 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
- Curious and eager learner
- 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, managing up and laterally, to reach 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
- 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.