



Job Description

POSITION: Donor Engagement Specialist

REPORTS TO: Director of Development - Institutional Giving

POSITION TYPE: 12-month

START DATE: Immediate

COMPENSATION: \$55,000 - \$65,894, Home Office Grade 4

EVERY OPPORTUNITY STARTS WITH A YES

Great schools begin with great people who believe every day is an opportunity to make a difference. At YES Prep, you have an opportunity to join a family of diverse educators who are leveling the playing field by providing opportunities for a high-quality, college-forward curriculum while also ensuring our students feel supported through their academic journey and empowered to lead choice-filled lives. YES Prep is more than a family of public charter schools, it's the future of public education—it's an opportunity to say, "Yes, you can!"

Our campuses are advancing educational equity. Some quick stats about us:

- 18,000 Students
- 2,100 Team Members
- 18 Secondary Campuses
- 6 Elementary Campuses
- 91% Students Who Qualify for Free/Reduced-Price Lunch
- 94% Hispanic & African-American Students
- 90% Students Who Are Accepted to a 4-Year University
- 88% First-Generation College Students
- Top 100 High Schools in the Nation, *U.S. News & World Report*

We serve students in Houston, Texas, the 4th largest city in the United States. There are over 20 public-school districts and other great public charter school options, like KIPP Texas-Houston and IDEA Public Schools, within Houston's city limits serving an increasing population. We are a rapidly growing organization, committed to creating life-changing opportunities for over 23,000 students by 2025.

THE OPPORTUNITY

YES Prep needs a dynamic Donor Engagement Specialist with a diverse set of experiences, to make our mission a reality. As a YES Prep employee, you will achieve jaw-dropping results, create pathways to opportunity for our students, build transformative relationships, and eliminate educational inequities to advance social justice.

To put it simply, you will... collaborate with the Development Team to develop and implement scalable donor cultivation and stewardship activities, as well as manage and solicit a select portfolio and segment(s) of annual donors.

THE ROLE

When you join the YES Prep team, some of the exciting work and responsibilities will include:

- In collaboration with the Development team, execute stewardship strategies that allows the Development team to meet annual fundraising goal of \$10M
- Manage and maintain a small portfolio of entry-level annual donors raising \$100,000+ annually
- Manage and execute an annual stewardship and engagement plan of a strategic donor segment of at least 175 donors not in active portfolios
- Identify and manage new donor pipelines and giving opportunities, such as Alumni giving and peer-to-peer giving
- Qualify prospects on an annual basis;
- Collaborate with Donor Communications Manager to develop compelling stewardship collateral;
- Manage select donor engagement opportunities annually
- Develop and execute donor engagement plans for donor segments as needed, examples may include new donors and staff donors
- Utilize Salesforce by maintaining accurate relationship data and actions with current and prospective donors with high quality
- Collaborate with the entire Development team to achieve overall team goals
- Additional duties as assigned.

THE PERSON

We seek staff with diverse backgrounds, talents, interests, and ideas. Certain traits consistently shine through for our most successful employees: passion for the mission, drive for results, care for students, and resilience. Other traits needed and desired for this role are:

MUST HAVES

- Bachelor's degree
- Three years of professional experience, preferably in a development office
- Close attention to detail and high regard for accuracy
- Highly developed listening skills
- Excellent written communication skills
- Team-oriented, innovative, and agile work style
- Experience working in databases and knowledge of CRM best practices
- Highly proficient in Microsoft Office suite
- Quick learner of new technologies
- Excellent time and project management skills and multi-tasking abilities
- Belief in and commitment to the mission and core values of YES Prep Public Schools
- Openness to giving and receiving frequent feedback
- Ability to work urgently in a fast-paced and results-oriented environment
- Creates and maintains positive working relationships on a team and/or in a highly collaborative environment
- A dedication to learn, grow, and develop as a professional

THE MUST HAVE BELIEFS

- Belief in and commitment to the mission and core value of YES Prep Public Schools
- Desire to disrupt systemic status quos in education
- Willingness to go above and beyond to disrupt said status quos
- Passion to develop resiliency through a relentless pursuit of jaw-dropping results
- Conviction that high expectations + high accountability = high performance and high growth

THE NICE TO HAVES

- Experience with Salesforce
- Experience with email marketing services (e.g., Mailchimp, Constant Contact, ThankView)

THE PERKS

- **Compensation** – This position is an exempt, salaried position; offers commensurate with experience.
- **Health and Supplemental Insurance** – A \$0 monthly medical option that includes \$600 towards a Health Savings Account, in addition to a variety of supplemental benefits including Dental, Vision, Disability, Life, etc. Employees must work 20+ hours a week to be eligible for a full spectrum of benefits, and 10 hours a week minimum for medical benefits.
- **Retirement Plans** – Participation in Teacher Retirement System of Texas and a 457b Retirement Plan.
- **Paid Time Off** – Employees working 20+ hours a week receive 15 days of Paid Time Off in addition to the system closures during the Academic Calendar.
- **Paid Leave Programming** – In the event you need to be out due to medical needs (including maternity and paternity leave), YES Prep offers paid leave, paid out at 100%, based on eligibility and tenure.
- **Professional Development** - YES Prep values longevity and performance over time. We invest in developing leaders through high-quality programs, effective coaching, and ongoing professional development.
- **Award Winning Culture** – The strong cultures of our campuses and Home Office are just one of many reasons we were named **Houston's Best Place to Work** in 2018, 2019, and 2021. We won the 2012 Broad Prize for Excellence in Urban Education and were a 2016 finalist as well.

WE ARE DEEPLY COMMITTED TO EQUITY & DIVERSITY

YES Prep strives to recruit a diverse team of leaders. We believe there is a transformative academic and social benefit for students when their teachers and leaders reflect a diversity of backgrounds. Ninety-five percent (95%) of staff members agree that the organization provides a welcoming environment given their background and identity according to our latest system survey.

YES Prep is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood.

Apply: <https://www.yesprep.org/join-our-team/careers?p=job%2FohSoofwF>