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Associate Director of Development

Start Date: March 1, 2021

Employment Type: This is a full-time position

Location: Bronx, NY or virtual

Reports to: Director of Development and Growth

General Overview:

The Knowledge House's mission is to empower and sustain a talent pipeline of technologists, entrepreneurs, and digital leaders, who will uplift their communities out of poverty.

The Knowledge House (TKH) approach is to (1) close gaps in the education-to-employment pipeline in underserved Bronx neighborhoods by teaching young adults aged 16-24 skills to launch careers or ventures in technology, and (2) support links between local youth, tech innovation, and business development that bring positive community impact.

Headquartered in the South Bronx, the poorest congressional district, TKH has served more than 1700 students. Current core programs include our Innovation Fellowship in software engineering for adult job trainees, and our Karim Kharbouch Coding Fellowship for high school students to learn web design.

Benefits of working at The Knowledge House:

- Apply your skills while giving back to Bronx youth, low income and other underrepresented communities
- Lead innovation in the emerging tech movement in the Bronx
- Join a startup where every team member is expected to contribute to strategy, create solutions and improve organizational culture
- Flexible schedule hours; ability to work from home for part of the work week

Job Summary:

The Associate Director of Development will focus on institutional giving, including creating and maintaining a grant submission and reporting calendar. This individual will also work closely with the corporate partnership team to engage new corporate sponsors. The Associate Director will build and strengthen relationships with foundation program officers and other grantmaking staff and will develop projections for institutional giving, including timing of grant review and payments, to enable the Development Director to accurately reflect institutional giving in the departmental financial projections.

Responsibilities will include but are not limited to:

1- Relationship Management and Stewardship (40%)

- Serve as the primary steward of the institutional giving program, encompassing foundations and corporations

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- Support the acquisition of new donors and supporters for TKH's local work and national expansion, including identifying and researching new prospects, crafting engagement plans, and cultivating relationships
- Support the cultivation and stewardship of donors at the \$1K- \$100K level
- Maintain relationships with donors, prospects, and TKH board through strategic outreach
- Conceptualize and execute meaningful touch points for funders in portfolio (e.g. school tours, attending TKH events, connecting with alums)
- Manage Government, Corporate, Foundation, and Individual Giving
- Maintain and develop prospect pipelines

2- Grants and Reporting (30%)

- Manage a grant writing calendar including prospecting, scheduling, partnering with program staff on writing, and submitting proposals
- Develop proposals, LOIs and reports for grant makers
- Supervise consultant researchers and grant writers, check-in weekly with grant writer to update grant project plans and calendar
- Keep record of all program and grant reports submitted internally to cofounders and externally to funders and clients

3- Build a Culture of Storytelling and Fundraising Among Key Stakeholders (30%)

- Act as a steward and spokesperson for TKH, including pitching to the press, giving presentations to the public, representing the organization at learning communities and advocacy initiatives
- Coordinate the Board Development Committee meetings and support the Board's fundraising
- Partner with the Business and Partnerships Manager to support the Tech Advisory Board's fundraising activities and receive hand-offs to corporate prospects
- Manage the Young Professional Association and lead the planning of the annual Fellowship Campaign with the co-hosts committee
- Partners with Executive and Development Assistant to monitor cultivation and relationship building with funding prospects, updating the CEO's stewardship dashboard and tracking their increased likelihood to give

You're an ideal candidate if you are/have:

- A passion and love for our students and their genius. A tenacious desire to smash all barriers in the way of our students accessing rewarding, high-paying careers in technology
- 2-3 years of experience in a professional nonprofit fundraising setting
- Demonstrated track record of institutional fundraising
- Strong grant writing background
- Exceptional organizational skills and writing ability
- Experience cultivating internal and external constituencies and building long-term relationships with diverse stakeholders
- Excellent interpersonal communication and persuasive communication skills
- Computer proficiency, including MS Word, Excel, PowerPoint, Google Drive, social media, and fundraising databases; experience with development CRMs

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- The ideal candidate will have prior experience in the workforce development field or corporate sector. Experience in the tech sector is a plus
- Undergraduate degree required

The salary range for this role will be between \$70K - \$85K. Benefits include health, dental, and vision insurance, a 1.5% 401k match, a monthly tech stipend, and 24 days of paid time off.

To apply, please email your resume, written interview questions and video interview questions to careers@theknowledgehouse.org with "YOUR FULL NAME_Associate Director of Development Application for TKH" in the subject line by Tuesday, 1/19/2021 at 11:59pm ET.

FAQs

- **Where is the TKH Institute located?** The Bronx, NY. The Associate Director of Development (ADD) is currently a remote position. TKH currently has offices in The Bronx, NY. Post-COVID-19 (January 2022) the ADD will be required to travel once a month.
- **What is the start date?** March 2021.
- **What is the salary range (and benefits) for this role?** \$70K - \$85K salary range. Benefits include health, dental, and vision insurance, a 1.5% 401k match, a monthly tech stipend, and 24 days of paid time off.
- **Will the organization help me with relocation expenses?** The ADD role is a remote position which does not require relocation.
- **What are my typical office hours?** A standard 9-5 work day. Programs and events are often planned for nights and weekends. There is a culture of adjusting your work day to be available to participants during non-business hours.
- **How much travel is required for this role?** After COVID-19 is no longer a threat to working in person, the ADD should expect to spend at least 3-4 business days per month in the home office in The Bronx and travel to other cities as needed.
- **What results has TKH shown?** Please review our impact overview [here](#).
- **How much will I interact with the Board of Directors?** You will meet with and present to the board quarterly at a minimum, with our finance committee monthly, and on an ad hoc basis as is necessary.
- **Who are TKH's major donors?** [Here](#) is a summary of TKH's donor network.
- **What is the organization's budget?** The FY21 budget is \$2.9MM (budgeted).
- **Is there any information you can share about the strategic direction of the organization?** Yes. Please visit [here](#) to view TKH's vision deck.
- **What does the application and selection process look like?**

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	subject line. APPLICATION DEADLINE: Tuesday, January 19th 2021 at 11:59pm ET
NOTES	<ul style="list-style-type: none"> • Should you move forward in the process, your responses to these questions will be read by every member of the selection committee. Consider your responses accordingly. • Please note that for us to consider your application complete you'll need to submit your written application and video interview BY 1/19/2021 at 11:59pm ET. • After you submit your application, TKH will send you all key dates related to our interview process so you can block your calendar and plan in advance.

- **What does the search timeline look like?**

Week of January 25th	<p>The Selection Committee will select a small number of candidates to advance to a virtual interview.</p> <p>Virtual interviews will be 1 hour and will likely take place in late January with potential follow up interviews in early February.</p>
Week of February 1st	<p>A few days after the interviews, the Selection Committee will select 1-2 finalists from the virtual interview day and invite them to a final half day (3-4 hours) of virtual interviews in early February with TKH co-founders and staff. Candidates complete a performance task in advance of the finalist interviews.</p>
Week of February 8th	<ul style="list-style-type: none"> • Both the TKH Selection Committee and the top finalist(s) will engage in "mutual due diligence." • TKH checks 6-10 references for each finalist, though we often ask for more. • Candidates ask additional questions about working with the organization and its team and leaders and have free range to speak to anyone they would like to within the organization.
Week of February 15th	<p>Applicants notified of decisions with an expected start date in March.</p>

Written interview questions (in lieu of cover letter)

1. Please share your pronouns.
2. What is the earliest date you could start in this role?
3. What are your salary requirements for this role?
4. Did anyone refer you? If so, who referred you?

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5. Please provide your LinkedIn URL:
6. Why are you interested in exploring whether the Associate Director of Development (ADD) opportunity is the right fit for you and The Knowledge House (TKH)?
7. Describe the role that you've had that is most similar to the ADD role. Why was that role similar to the ADD role at TKH and what did you accomplish?
8. What are the top 3-5 things that you are better at professionally than anyone in the world (or better than 95% of the people you know)?
9. What are the top 5 things that you do not want to do in your next job or the top three things those who have worked with you would say you are not so good at doing?

Video interview questions (in lieu of cover letter)

Please record your answers to the questions below in a video not to exceed 12 minutes long.

1. Imagine that you are at your first TKH staff meeting and you have a chance to introduce yourself, your professional background, and your vision for contributing to the TKH team.
2. TKH is on the precipice of major growth in our fundraising goals and in our national footprint. Why are you interested in partnering with our CEO, development team, staff and board to drive this growth? Why do you believe this growth is important? How would you define successful growth?
3. What are your biggest professional learning, skills, and impact goals over the next 5 years? How will you know that you've met them?

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