



Commitment | Growth Mindset | Empowerment | Hustle | Leadership | Innovation

Director of Development and Growth

Start Date: March 1, 2021

Employment Type: This is a full-time position

Location: Bronx, NY or virtual

Reports to: CEO

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
- Competitive benefits and paid time off package
- Flexible schedule hours; ability to work from home for part of the work week

Job Summary:

The Director of Development and Growth (DDG) will lead the functions that mobilize resources for TKH including, development, corporate partnerships, and communications. The Director will directly supervise three staff members and lead a team of consultants. The Director will focus their energy on ensuring that TKH's current growth trajectory is maintained through securing major gifts, institutional grants, corporate sponsorships and online donations from New York City, Atlanta, Newark, and Los Angeles. The Director will be the primary position responsible for ensuring that all departmental resources are properly allocated, prospect research, outreach, stewardship and solicitation. The Director will also be responsible for managing the CEO's development calendar. They will set goals and produce regular projections for the CEO and the Board of Directors, working closely with the finance team and Program Director.

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Responsibilities and Duties:

1- Design a 3-Year Development Strategy

- Create a plan to increase revenue from major gifts, events, online individual giving, corporations, and private foundations.
- Develop the vision and coordination of fundraising events throughout the year.
- Work with the CEO and finance team to establish fiscal goals and provide projections that accurately reflect anticipated revenues for the organization.
- Prepare regular reports for the CEO and Board of Directors on development progress against goals.
- Track, promote, and guide the adoption of appropriate trends and best practices.
- Manage staff productivity and allocate development resources appropriately to ensure all fundraising goals and benchmarks are being met.

2- Fundraising Administration and Implementation

- Direct and expand all aspects of The Knowledge House's development activities, including individual and major donor cultivation and stewardship, fundraising events, and institutional giving from foundations and corporations.
- Serve as a major gift solicitor, cultivating relationships with existing donors as well as identifying, cultivating, and soliciting new prospects.
- Supervise the Communications Manager and align the communications calendar and other direct response campaigns, including crowdfunding, with development efforts.
- Oversee the Associate Director's work with institutional and corporate funders.
- Establish and oversee annual fundraising calendars, including deadlines for grant reporting and applications.
- Manage the implementation of donor management systems and oversee staff responsible for data entry and gift processing.
- Deepen current funder relationships and develop new relationships with donors.

3- Build a Culture of Storytelling and Fundraising Among Key Stakeholders

- 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.
- Liaise with the Board Development Committee and support the Board's fundraising.
- Oversee and support the Tech Advisory Board and Young Professional Association's fundraising activities.
- Oversee, contribute to, and finalize compelling proposals and grant reports that are developed in coordination with program staff, development staff and grant writers.
- Promote and solicit corporate sponsorships for the organization's activities, special events, and program development initiatives.

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.

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- 3-5 years of experience in a professional nonprofit fundraising setting. Prior experience in the workforce development or education field is a plus.
- A track record of success leading and managing a diverse team. You love building team culture, mentoring and coaching, and helping everyone exceed their goals on deadline and grow into new levels of leadership.
- Experience scaling an organization with at \$3M-\$5M budget. You know what it takes to lead 5x growth.
- Demonstrated track record of generating revenue from a variety of sources, including individuals, foundations, and corporations, with a specialty in major gifts
- Exceptional organizational skills and ability to balance multiple priorities and deadlines in a constantly changing and fast-paced environment
- Experience cultivating internal and external constituencies and building long-term relationships with diverse stakeholders
- Excellent interpersonal communication and persuasive communication skills, including public speaking abilities
- Ability to work both independently with a minimum of supervision and effectively lead a team, including efficiently delegating tasks and monitoring staff and consultant performance
- Ability to travel occasionally and participate in frequent evening and weekend activities for work-related purposes
- Computer proficiency, including MS Word, Excel, PowerPoint, Google Drive, social media, and fundraising databases; experience with development CRMs
- Undergraduate degree required (advanced degree a plus)

The salary range for this role will be between \$85K - \$105K. 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_Director of Development and Growth Application for TKH" in the subject line by Tuesday, 1/19/2021 at 11:59pm ET.

FAQs

- **Where is this job located?** The Director of Development and Growth (DDG) is currently a remote position. TKH currently has offices in The Bronx, NY. Post-COVID-19 (January 2022) the DDG 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?** \$85K - \$105K 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 DDG role is a remote position which does not require relocation.

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- **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 DDG 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 does the application and selection process look like?**

APPLY	<p>To apply, please email your resume, written interview questions and video interview questions to careers@theknowledgehouse.org with "YOUR FULL NAME_Director of Development and Growth Application for TKH" in the subject line. APPLICATION DEADLINE: Tuesday, January 19th 2021 at 11:59pm ET</p>
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.

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	<ul style="list-style-type: none"> • 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	Applicants notified of decisions with an expected start date in March.

THE ROLE

- **How big of a team will I manage? How many people will I need to hire?**
- The DDG will directly oversee the development, corporate partnerships and the communications department. The DDG will have three direct reports and manage a team of 5 full-time staff, in addition 8 consultants, TKH's Tech Advisory Board and the Young Professional Association. Consultant roles include grant writer, public relations firm, digital content designer, and fundraising firm specializing in prospect research. The DDG will be charged with hiring the Associate Director of Development role in 2021.
- **What are the top 3 things that the new DDG will spend their time doing in their role in their first year?**
 - Refreshing all development tools and systems, including stakeholder messages, calendars, pipeline trackers, and mailing lists to ensure we can meet our ambitious growth and scaling goals while maintaining or improving our student outcomes.
 - Hiring new staff, coaching existing staff, team building and streamlining corporate outreach and digital communications to increase support.
 - Solidify implementation plan of development strategy with the CEO and the board & aligning with growth efforts and expansion to Atlanta, Los Angeles, and Newark.
- **How will my success be measured a year into joining TKH as DDG?**
 - You ensured that TKH met the \$3M revenue target and its national growth goals
 - You secured new foundation and corporate gifts, ensured we were granted 50% of proposals submitted, and expanded the volunteer program to meet increased enrollment.
 - You enhanced the communications strategy to increase press hits and online donations
 - You developed high-fidelity resource development and reporting processes that lead to a successful fundraising year.
 - You live and model the values of TKH: Commitment, Growth Mindset, Empowerment, Hustle, Leadership & Innovation.

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- **What are the greatest opportunities I'll have in this specific role?**
 - You will be iterating on one of the nation's most diverse and social justice-focused software engineering workforce development programs. You will have the chance to use tech for good: for economic development, to address racial injustices, and to ensure brilliant leaders of color are creating tech, not just consuming it.
 - You will have the chance to develop and coach an incredible, diverse team, as our organization grows to 5x the number of extraordinary students we support over the coming years.
 - You will build powerful partnerships with partner organizations that span from tech start ups, to Fortune 100s, to philanthropists, to peer workforce development organizations.
- **What are some of the challenges I may encounter?**
 - We are growing our team and national footprint in 2021. The DDG can expect rapid growth, and should be prepared to lead the staff in adjusting to larger scopes and increased goals.
- **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.

THE TEAM + ORGANIZATION

- **Where is the TKH Institute located?** The Bronx, NY
- **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 development 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.

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?
5. Please provide your LinkedIn URL:
6. Why are you interested in exploring whether the Director of Development and Growth (DDG) 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 DDG role. Why was that role similar to the DDG 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)?

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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. How would you 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 student enrollment and in our national footprint. Why are you interested in partnering with our CEO, senior leadership 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?
4. Imagine that you are in your first weekly check-in with our CEO. Based on the job description and background documents we've shared, please walk through the agenda you'd set for this check-in meeting.

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