



Background on The Mind Trust

The Mind Trust is a nonprofit organization whose mission is to dramatically improve public education for underserved students by empowering education entrepreneurs to develop or expand transformative education initiatives. To achieve its mission, The Mind Trust has two principal strategies: (1) a *nationally unique* Education Entrepreneur Fellowship that serves as an incubator for transformative education ventures; and (2) a Venture Fund to recruit to Indianapolis the nation's most successful entrepreneurial education initiatives. Since 2006, The Mind Trust has raised nearly \$7.5 million to support its work. Over the next three years, The Mind Trust expects to raise an additional \$7.5 million.

Position Overview

The Mind Trust's Director of Advancement designs, implements and manages a comprehensive fund development program. The Director of Advancement focuses the majority of his or her time on The Mind Trust's grant writing, reporting and written communication with prospective and current donors. **Superior written communication skills are required for this position.** The Director of Advancement reports to the President and CEO.

Professional Duties

- Comprehensive fund development plan
 - Design and submit to the President and CEO for review and approval, a comprehensive fund development plan that identifies strategies for soliciting contributions from foundations, corporate giving programs and individual donors, and that sets specific fundraising targets and benchmarks
 - Work closely with the President and CEO, COO and Board members to implement the development plan
 - Identify prospective individual, foundation and corporate donors
 - Coordinate meetings and telephone calls with prospective donors for the President and CEO
 - Maintain an accurate grants calendar of prospective and current donors and provide this information monthly to the President and CEO and the COO
- Communications
 - Prepare all letters, grant proposals, reports and other materials for prospective and current donors
 - Design and create prospective donor fundraising packets
 - Create written updates for current donors at least twice per year
 - Develop the fundraising content on The Mind Trust website
- Donor management
 - Manage reporting deadlines for current donors
 - Create office systems to support all development projects and operations
 - Organize special events and donor site visits

Requirements

- Superior written and verbal communication skills
- Excellent organizational and time management skills and superior attention to detail
- Highly efficient with an ability to manage multiple priorities in a fast paced environment
- Good judgment, strong initiative, and a quick learner
- Strong strategic thinking and analytical skills
- Knowledge of Microsoft Word, Excel and PowerPoint
- Enthusiasm for The Mind Trust's mission
- Bachelor's degree required; minimum two years professional experience preferred.

Compensation

The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package.

The Mind Trust is an Equal Opportunity Employer.

Submit cover letter and resume to:

Corrie Heneghan, Chief Operating Officer

The Mind Trust

Fax: 317-822-8149

Email: cheneghan@themindtrust.org