



MINDS MATTER

COLORADO

***Share your passion for educational equity
by helping scale a proven model into one of the boldest programs in Colorado.***

Are you our next Development, Operations and Systems Manager who:

- ✓ Loves poring over data and making sure it works?
- ✓ Loves pulling things apart on the back end to make the front-end user experience sing?
- ✓ Loves asking, "how can I make this a system? How can we be more efficient?"
- ✓ Loves building relationships with people and learning about what gets them excited?

About Minds Matter Colorado

Our Mission

Minds Matter connects driven and determined students from low-income families with the people, preparation, and possibilities to succeed in college, create their future, and change the world. To learn more visit our website: www.mindsmatterco.org

Our Ten-Year Vision

Make Minds Matter accessible to every student corner-to-corner across Colorado by the end of the decade.

Our Service

The Minds Matter programming model includes the following at zero-cost for all students:

- People: Intensive mentorship (each student builds relationships with two Mentors for three years),
- Preparation: Rigorous after-school college-readiness programming, and
- Possibilities: Attendance at summer experiences on college campuses (after 10th and 11th grades).

MMCO has graduated 200+ students in its 17 years, with **100% success in helping every single graduate earn acceptance to college with scholarships.**

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DEVELOPMENT, OPERATIONS, AND SYSTEMS MANAGER

ABOUT THE ROLE

The Development, Operations, and Systems Manager will quickly learn our culture, build & execute fundraising systems, support programming operations, and lead data management – to ensure the 10-year vision is achieved and all interim goals are met.

Goals

Support our Fundraising

- + Assist with donor outreach and prospecting
- + Support stewardship of corporate and individual donors
- + Aid the Development team in managing pipeline, scheduling meetings, and following up with key tasks
- + Coordinate activities associated with fundraising and donor events
- + Ensure integrity and integration of all donor and volunteer data in our fundraising and marketing systems (e.g. CRM, application linking, and email automation software)

Support our Programs

- + Ensure integrity and integration of all data for students, volunteers and our program, monitoring accuracy across multiple systems (e.g., Salesforce, AutoPilot, LMS, Google Suite)
- + Assist volunteers and program leaders with best-in-class customer service to support students, mentors, and prospects, including triaging & addressing technical issues (e.g., Gmail addresses, Youth Protection Policy sign-off, Background Check management)
- + Serve as the team admin for our new Learning Management System (LMS)
- + Lead operations planning for program events (e.g., Holiday Party, student graduation)
- + Lead cross-site operations related to technology distribution to students, travel from school to sites, and food at sessions

Support our Growth

- + Positively contribute to the strategic growth of the organization by providing input and insight for how the organization will meet its ambitious growth, revenue, and mentee success goals.

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Competencies

You can expect **us** to live up to the MMCO Values. In addition to living up to our Values, we're looking for **you** to be:

People-Driven

- You have high expectations
- You love radical candor and seek feedback to grow
- You're driven to provide best-in-class customer-service and an exceptional user experience

Greenfield

- You're excited to join a team and confident working independently

- You prefer to work without bureaucracy
- You'll build the processes/ systems/ structure you need to succeed

Entrepreneurial

- You're whip smart
- You connect dots
- You thrive in a fast-paced environment
- You get stuff done

TIME COMMITMENT

Whatever it takes. We anticipate this involving 40 hours/week, with flexibility required to meet after-work (including Monday night sessions from Sep-May), support weekend events, and coordinate volunteers who work full-time elsewhere.

LOCATION

This role is 100% virtual for the time being. Our entire program and team have been operating virtually since March 2020. Eventually the Development, Operations & Systems Manager will need to be in Denver at a minimum of twice per month for team meetings, in addition to occasional Denver-based special events. MMCO does maintain office space in Denver and a permanent desk will be available, if desired. Additionally, each member of staff will be willing to travel to other parts of the state once a month.

COMPENSATION

Minds Matter Colorado offers an incredible opportunity to grow in the education and non-profit management space with compensation that includes:

- Base salary between \$50,000 – 55,000
- Flexible work schedule with unlimited PTO
- Monthly cell phone contribution
- Monthly contribution to healthcare insurance, if not insured through family member
- Monthly contribution to 401(k) forthcoming in FY22

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