



The Mind Trust

Senior Director of Individual and Corporate Giving

Reports To: Vice President of Impact	FLSA Status: Exempt
Salary Range: \$108,700 - \$140,000	Employment Classification: Full-Time

OUR PURPOSE & IMPACT

The Mind Trust is a nonprofit organization based in Indianapolis, dedicated to creating an educational system that ensures every student has access to high quality education – no exceptions. We achieve this by fostering a supportive environment through policy advocacy, community engagement, and empowering talented educators to establish new schools. Additionally, we support existing schools in attracting and retaining exceptional talent. Since our founding in 2006, we’ve launched 51 schools and 15 education nonprofits and placed over 1,800 educators and school leaders in classrooms across Indianapolis.

WHO WE ARE & HOW WE WORK

At The Mind Trust, we operate in a dynamic, results-driven culture that prioritizes collaboration and flexibility. We are a nonprofit that invests in public education to transform lives and increase academic achievement in Indianapolis, across Indiana, and beyond. This includes managing student-centered programming, growing new high-quality public charter schools, supporting existing schools and educators, and engaging the community in every region we serve. Everything we do aims to create a positive impact on student learning because we believe all students, regardless of background or income, deserve an education that helps them meet their full potential in life.

OUR APPROACH TO TALENT & GROWTH

We believe in fostering a high-capacity team that aligns with our mission and values to drive transformational educational outcomes. Our culture encourages team members to bring their authentic selves to work, fostering a sense of belonging and care for one another. Empowered and self-driven, our leaders operate with autonomy and commitment to continuous learning and growth. We invest in professional development, promoting innovation and curiosity as we strive for excellence in our mission.

YOUR IMPACT

The Senior Director of Individual and Corporate Giving will be mission-focused and committed to advancing The Mind Trust’s philanthropic efforts. Reporting to the Vice President of Impact, the Senior Director of Individual and Corporate Giving will be responsible for developing and executing aspects of the organization’s development strategy and expanding individual and corporate giving.

In addition, the Senior Director of Individual and Corporate Giving will support all back-end operations for processing gifts and maintaining a robust database, as well as ensuring The Mind Trust implements vital and ongoing efforts to cultivate and steward donors in both traditional and nontraditional ways. The Senior Director of Individual and Corporate Giving will conduct research and data analysis on donors and prospective donors to expand our base of support, increase gifts, and identify motivations and barriers for contributing to The Mind Trust’s mission.



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To be successful, the Senior Director of Individual and Corporate Giving must: be an independent, self-motivated, strategic, and operational thinker; demonstrate strong written and verbal communication skills; possess exceptional attention to detail and a high bar for quality; be able to organize, prioritize, and direct a large volume of projects and tasks; seek solutions as an active problem solver; and eagerly partner with all colleagues to collaboratively extend The Mind Trust's impact. Previous individual and/or corporate fundraising experience is required. Applicants must have a minimum of 5 years of experience.

HOW YOU WILL SUCCEED

Lead and execute The Mind Trust's Individual and Corporate development strategy and activities.

- Create and execute strategy for expanding individual and corporate giving.
- Develop systems and processes related to giving, such as cultivation and stewardship, that engage individual and corporate donors.
- Prepare leadership and other staff members for donor interactions and meetings.
- Analyze data and strategy to create goals that foster growth in individual and corporate giving.
- Collaborate with the Communications team to ensure message alignment between donor needs and expectations in order to inspire giving across all mediums and platforms.
- Contribute to building a culture of fundraising within the organization and advocate for individual and corporate giving programs.
- Re-engage lapsed donors and convert the organization's community of supporters into donors.
- Develop innovative ways to increase the pipeline of prospective donors by collaborating with staff, participating in related community events and initiatives, and increasing relevant partnerships.
- Identify new ways to engage donors, such as giving clubs and monthly giving, while driving traditional methods such as annual appeals and year-end campaigns.
- Research philanthropy and giving and stay informed about current trends and data related to philanthropy and education.
- Actively participate in bi-weekly meetings with CEO, COO & EVP, VP of Impact, and Senior Director of Development.
- Collaborate with Senior Director of Development, Senior Director of Communications, and other internal team members to design and execute donor engagement events (e.g. Donor appreciation, Celebrating Education Innovation, etc.).
- Provide support for organizational events and initiatives, and be an excellent brand ambassador

Lead the administration of The Mind Trust's donor management platform and associated data tracking, data integrity and compliance.

- Serve as the primary team administrator of donor management platform (Bloomerang)
- Ensure the highest level of donor data integrity through documentation, data auditing and revision of Standard Operating Procedures (if/when necessary).
- Establish and maintain appropriate reporting protocols to ensure complete visibility of development efforts, outcomes and opportunities.



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- Other duties as assigned.

WHAT YOU BRING TO THE ROLE

Essential Skills, Experience, & Attributes

- Deep commitment to and enthusiasm for The Mind Trust's mission and methods of ensuring that all children have an opportunity to receive an excellent education.
- Significant alignment and belief in The Mind Trust's core values.
- Highly organized with demonstrated ability to simultaneously balance several tasks.
- Ability to work independently as well as collaboratively, and thrive in a high-energy, fast-paced environment.
- Ability to incorporate creative approaches to various projects by taking initiative and working independently.
- Master of understanding nuances to build strong relationships with a desire to understand what motivates action.
- Understanding of systems and processes, but can also operate with missing information and ambiguity.
- Willingness to take ownership of your position, hold others accountable, manage up, and advocate for your work.
- Ability to work with a range of people to accomplish complex and ambitious projects.
- Exceptional personal responsibility for meeting goals and a proven track record of success.
- Must be able to influence others and support colleagues in execution.
- Strong research and analytical skills.
- Critical thinker who displays good judgment in prioritizing problems to resolve and opportunities to pursue.
- Motivated by learning and discovering new things.
- Able to work occasional nights, weekends, and off-site as required.
- A bachelor's degree or equivalent combination of education and/or experience required. (Applicants must have a minimum of 5 years of Corporate and/or Individual development experience)
- Dedication to embracing new ideas to drive educational transformation
- A collaborative spirit and the ability to work effectively in teams and build meaningful relationships with stakeholders

Additional Strengths & Qualifications

- Experience designing and executing Individual and Corporate giving campaigns preferred.
- Experience using a donor management platform, such as Bloomerang, preferred.

WHAT WE OFFER

At The Mind Trust, we support and prioritize the wellbeing and development of our team members. As part of our commitment to our employees, we offer a wide range of robust benefits designed to support your health, wellbeing, and professional growth.



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- **Healthcare:** Access comprehensive medical, dental, and vision coverage with substantial premium support
- **Retirement Savings:** Secure your future with a 403(b) plan featuring generous employer matching
- **Life and Disability Coverage:** Gain peace of mind with life and disability benefits, ensuring financial security for you and your loved ones
- **Professional Development:** Engage in continuing education opportunities to foster growth and learning
- **Generous Time Off:** Prioritize work-life balance with a competitive PTO policy and paid holidays
- **Family Support:** Our family leave, adoption assistance, and childcare reimbursements are designed to ease the journey of welcoming new additions and managing family dynamics, ensuring you have the support you need to thrive both at home and in the workplace

PHYSICAL DEMANDS & WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions, which might include but are not limited to, remaining stationary for extended periods, occasional movement throughout the department, and occasional transport of objects weighing less than twenty pounds. This position requires the ability to communicate to exchange accurate information with others.

EQUAL EMPLOYMENT OPPORTUNITY

The Mind Trust is committed to equal employment principles and complies with all applicable federal, state, and local equal employment opportunity laws and regulations. The terms and conditions of the employment relationship with all worksite employees are to be nondiscriminatory – without regard to age, race, physical characteristics historically associated with race, color, national origin or immigration status, citizenship, work authorization status or the period of such a status, ancestry, sex, gender, reproductive health decision making, gender identity or expression, sexual orientation, religious creed, physical or mental disability, medical condition, genetic information, HIV testing status, status as a victim of a crime or violence, marital status, familial status, veteran status, military status, or any other protected category or class that may be applicable to a candidate or employee.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

APPLICATION PROCESS

Please submit a resume and cover letter to Rob Evans, Vice President of Impact at revans@themindtrust.org.