



ADVANCEMENT DIRECTOR

JOB DESCRIPTION

FULL TIME, IN PERSON, DALLAS TX

Who We Are

[United to Learn](#) (U2L) started as a small, informal volunteer-only effort in 2013 and attained our official status as a 501(c)(3) nonprofit in July of 2017. Today the U2L network has grown to 124 Dallas ISD elementary schools, 50+ community partners (including independent schools, businesses, and faith-based organizations), 30+ full-time staff members, 80+ volunteer school liaisons, and over 2,000 supporting volunteers. We believe our city's potential lives within our youngest learners. Yet we recognize that too many of our youngest learners are not set up for success. We aim to solve that problem with community support and resources. The mission of United to Learn is activating community investment to ensure educators and students thrive. Learn more about the organization [here](#).

The Role

United to Learn's Advancement Director acts as a frontline fundraising leader responsible for growing philanthropic revenue and advancing educational opportunity across Dallas ISD elementary schools. As a core leader on the Advancement team, the Advancement Director will design and execute strategies to secure major investments from individual and corporate funders by managing high-value donor relationships and cultivating new philanthropic partners through a donor-centric approach. As a visible ambassador for United to Learn, the Advancement Director will partner closely with senior leadership, the Board of Directors, key volunteers, and community stakeholders to expand U2L's sustainable funding base and ensure the resources needed to expand the organization's impact.

Reporting Structure

The Advancement Director reports to the Chief Advancement Officer (CAO).

Essential Competencies

Functional Excellence

- Partner with the Chief Advancement Officer (CAO) and Chief Executive Officer (CEO) to develop and execute annual and multi-year fundraising strategies that advance organizational priorities and revenue goals.
- Lead the organization's corporate philanthropy strategy, including sponsorships, executive engagement, employee giving, volunteerism, and strategic partnerships.
- Develop innovative corporate partnership opportunities that align organizational priorities with business objectives, creating mutually beneficial relationships and long-term investment.
- Lead the major gifts program by growing and managing a portfolio of major donors and prospects to achieve fundraising goals through strategic cultivation, solicitation, stewardship, and renewal.
- Collaborate with organizational leadership, Board members, volunteers, and cross-functional teams to strengthen donor engagement, expand fundraising capacity, and maximize philanthropic support.
- Serve as a strategic fundraising advisor to senior leadership by identifying emerging opportunities, analyzing donor trends, and recommending initiatives that strengthen long-term philanthropic growth.
- Ensure an exceptional donor experience by implementing thoughtful engagement and stewardship strategies that foster long-term relationships, increase donor retention, and inspire continued investment in the organization's mission.

Project Management

- Possess knowledge and skill to complete project tasks and follow project plans
- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Actively attend, participate in, and contribute to team meetings, create notes and action items with prompt follow-up

Communication

- Excellent written and oral communication skills, with the ability to actively listen, ask clarifying questions, and challenge assumptions
- Adhere to brand personality: joyful, gracious, and sharp

- Use discretion when communicating sensitive information
- Prepare compelling proposals, investment cases, stewardship reports, and donor communications that demonstrate measurable impact

Relationship Management

- Demonstrate effective interpersonal skills and build trust and belonging internally and externally
- Represent U2L at donor meetings, community events, and networking opportunities
- Develop long-term relationships with corporate and community leaders that align business objectives with U2L's mission and impact

People Development

- Oversee, coach, and manage direct reports; provide strategic guidance and performance feedback; maintain regular 1:1s; deliver timely mid-year and year-end conversations
- Set and exemplify tone and culture of U2L, exhibiting professional demeanor with all colleagues and volunteers
- Coach colleagues and organizational leaders on donor engagement strategies and philanthropic best practices that foster a collaborative, donor-centered culture

Technical Excellence

- Collect and analyze fundraising performance, donor trends, and pipeline health to inform strategy, improve outcomes, and strengthen donor storytelling.
- Maintain accurate donor records, moves management plans, forecasts, and activity reporting within Salesforce.
- Demonstrate mastery in Google Suite, Microsoft Office, and other technical tools, including running Zoom and Google Meet virtual meetings

Ideal Candidate Qualifications

- Hold a bachelor's degree with 5+ years of experience in progressively responsible fundraising, business development, corporate partnerships, or comparable relationship-management experience
- Have a strong background and deep understanding of the Dallas corporate environment with demonstrated success securing major philanthropic investments of \$25,000–\$250,000+, with experience closing six-figure gifts preferred
- Excellent written, oral, and presentation skills with the ability to communicate compelling cases for support
- Exceptional relationship-building skills with executives, philanthropists, community leaders, and volunteers
- Strong strategic planning, organizational, and project management skills with experience using Salesforce
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/or weekends

Compensation and Benefits

As a full-time employee, the Advancement Director will receive:

- Competitive salary ranging from \$80,000 to \$110,000, commensurate with experience and qualifications plus access to insurance benefits including medical, dental and vision plans
- Participation in employer-contributed retirement plan through a SIMPLE IRA Fund
- Generous holiday schedule including 7 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- 10 days of paid time off annually as requested throughout the year and 7 days of sick leave per fiscal year

To apply, please email a cover letter, resume, and references to careers@unitedtolearn.org