



**College Track**  
**Vice President, Philanthropy**  
**Oakland, CA | Washington, DC Metro**



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### About College Track

College Track is a comprehensive college completion program that equips students from underserved communities to be the first in their families to graduate with a bachelor's degree. We do this by offering a holistic, asset-based program that invests in each of our scholars over the course of 10 years: from high school, to college, through the launch of their careers. In 1997, our organization began with 25 students in East Palo Alto. Today, we serve nearly 5,000 alumni and scholars. Our 12 centers for high school students are located in underserved communities across California, Colorado, Louisiana and the D.C. Metro Area. Our college scholars are on higher education campuses across the nation, and our alumni community is 1,100 and growing. To learn more, please visit [www.collegetrack.org](http://www.collegetrack.org).

### Our Impact

College Track students graduate from college at a rate that is more than double the national average for first-generation students from underserved communities. Six months out of college, 79% of College Track alumni are employed. For those 30 and over, 92% report earnings greater than their parents with wages on par with the national average. By helping our students maximize the value of their four-year college degree—which includes minimizing student loan debt, securing internships, and limiting the need to work while in college—we prepare them to succeed in the 21st-century economy.

### Our Values

At College Track, our values drive the way we do our work, and we look for individuals who share our passion. We blend an entrepreneurial spirit with our nonprofit roots, cultivating a dynamic culture where everyone's contributions are valued and encouraged.

- COMMITMENT: We have an unwavering belief in our students.
- PASSION: We are dedicated to changing our nation's college completion story.
- JOY: We create environments rich with smiles and laughter.
- AUTHENTICITY: We believe relationships matter.
- EXCELLENCE: Our students deserve nothing but the best.

### Position Overview

The Vice President of Philanthropy will oversee College Track’s fundraising efforts through the management of our Individual Philanthropy, Institutional Philanthropy, and Public Funding teams. Managing a focused portfolio of major donors and funders, the Vice President of Philanthropy is both a strategist and active fundraiser, supporting College Track’s strategic priority of achieving long-term financial sustainability. In FY23 (ending June 30, 2023), College Track raised \$47 million and our revenue goal for FY24 is \$53.5 million.

This position reports to the Chief Philanthropy Officer and is a member of the National Leadership Team, Philanthropy Leadership Team, and Philanthropy Team. Through the National Leadership Team and their day-to-day work, this position collaborates closely with the Philanthropic Operations and Initiatives (including Philanthropy Operations, Grants Team, and Events and Campaigns), Finance, Research and Evaluation, and Education teams.

This is an ideal opportunity for a seasoned philanthropy professional, strategic thinker, and skilled leader and people manager. Ideal candidates will have a passion for College Track’s mission and ability to communicate our vision to a diverse group of constituents.

## Primary Responsibilities

### Fundraising Strategy

- Partner with the Chief Philanthropy Officer and Vice President of Philanthropic Operations and Initiatives to develop and implement an ambitious development plan to increase revenue from donors across the country, diversify revenue sources, and drive College Track toward long-term financial sustainability.
- Collaborate with the Vice President of Philanthropic Operations and Initiatives to ensure fundraising best practices across the Philanthropy team, including Salesforce utilization, data-driven fundraising and portfolio management, prospecting, donor reporting, and other stewardship practices.
- Develop and lead best-in-class individual, institutional, and public funding programs that achieve annual and multi-year fundraising goals.

### Team Management and Organizational Leadership

- Manage a team of eight full-time fundraisers across the country, with three direct reports, employing a coaching approach to drive toward team goal achievement and individual professional development.
- Ensure the integration and mutual growth of individual, foundation, corporate, and government fundraising efforts.
- Launch College Track’s first Public Funding team, beginning with the hire of an inaugural Director of Public Funding.

- Serve as a leader on College Track’s Annual Benefit Event working group, contributing to the event fundraising strategy and efforts.
- Alongside the Chief Philanthropy Officer and Vice President of Philanthropic Operations and Initiatives, represent the Philanthropy team on College Track’s National Leadership Team, serving in an advisory capacity on organizational strategy and decisions, as well as supporting org-wide communications and change management.

### Revenue Growth and Management

- Initiate, cultivate, manage, and steward relationships for a focused but impactful portfolio of 15-20 major donors, including individuals, corporations, and foundations.
- Drive awareness building externally through event attendance, conferences and networking.
- Partner with College Track’s National Board and Local Advisory Boards in the San Francisco Bay Area, Los Angeles, and the D.C. Metro Area to qualify and cultivate philanthropic leads.
- Maintain personal and team documentation of all fundraising activities in Salesforce database to ensure proper portfolio management, grants management, and institutional knowledge.

### Qualifications

- 15+ years of full-time fundraising experience in a nonprofit organization with increasing responsibility, preferably in the education sector.
- 5+ years of management experience, with the proven ability to mentor and coach teams toward success. Preference for experience managing geographically dispersed teams.
- Deep expertise in managing institutional, individual, and government funding with a demonstrated track record of securing 6- and 7-figure gifts.
- Exceptional communication and active listening skills, with a strong ability to articulate program impact to a variety of audiences.
- Superior relationship-building and interpersonal skills, which enable rapport-building with internal and external stakeholders.
- Demonstrated experience with sophisticated database management and/or significant Salesforce skills. Comfortable leveraging Salesforce as a primary tool in managing communication and driving strategic and tactical planning.
- Superior organizational and project management skills with strong attention to detail.
- A constant learner who is interested in being a proactive, positive member of the team.
- Ability to work both independently without close oversight, and as a team player who will productively engage with others at varying levels of seniority within and outside of College Track.
- Bachelor’s degree required.



## Compensation & Benefits

This position is full-time and exempt. The salary range is dependent on the market in which the placed candidate will be based. Taking into consideration location specific market variations, the full salary range is \$142,500-\$237,500. However, aligned with our DEI practices, we typically bring in candidates between the minimum and maximum of \$185,250-\$199,500.

College Track provides access to extensive benefits centered around three core areas of wellness: health care, work-life balance, and financial security. We believe time off is essential to success and provide up to 27 discretionary time off days (Sick and Vacation) in addition to 28 paid office closure and holiday days in your first year of employment. Learn more about benefits here ([bit.ly/JpBs22](https://bit.ly/JpBs22)).

## What Else You Should Know

- This is a hybrid role based in Oakland, CA or Washington, DC Metro.
- The role requires traveling up to 10% of the time.
- College Track requires that the holder of this position be vaccinated, and boosted (if eligible), against COVID-19, as defined by the CDC. College Track will require proof of receiving the initial vaccination series as well as proof of having received one booster shot from all future employees. New hires who are booster eligible but have not yet received their first booster shot will have 60 days from their date of hire to do so. See our full COVID-19 Vaccine and Booster Policy here: [bit.ly/CTC19VBPpolicy](https://bit.ly/CTC19VBPpolicy)
- While we hire great people from a wide variety of backgrounds, we especially encourage applicants who identify as first-generation college graduates to apply for open opportunities on staff.
- College Track is an equal- opportunity employer fully committed to achieving a diverse workforce. College Track does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

## Contact

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Karen Yetman Rea and Nikki Lynch of Koya Partners have been exclusively retained for this search. Please submit a compelling cover letter and resume to by [filling out our Talent Profile](#).



Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

College Track is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

## Application and Timeline

Please submit a letter of interest and resume.

The application deadline is **October 27, 2023** and applications received by that date will be given priority but we will accept applications until the position is filled. Zoom interviews with the Koya team will take place through the end of October. Zoom and in-person interviews with the College Track hiring committee will take place through November and we anticipate making an offer mid-December.

## About Koya Partners

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—**The Right Person in the Right Place Can Change the World**—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Partners, visit [www.koyapartners.com](http://www.koyapartners.com).

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