



**Position Title:** Development Specialist

**Start Date:** December 15, 2022

**About the Organization:** Heterodox Academy (HxA) is a non-partisan, non-profit organization that promotes the values of open inquiry, viewpoint diversity, and constructive disagreement in institutions of higher learning.

With a growing membership of more than 5,000 professors, administrators, and graduate students, HxA helps colleges and universities live up to their highest ideals — and resist the destructive temptations of groupthink and tribalism.

We communicate about our values to diverse audiences including faculty, students, administrators, philanthropists, journalists, and the general public; develop research, tools, trainings, and events; and facilitate online and on-campus communities.

**Position Summary:** After building a community and advocating for its core values over the last six years, Heterodox Academy is poised to expand its reach and visibility — in the public square, to new and existing members, and on specific college campuses. As the organization enters a new phase of development, it seeks a Development Specialist to manage its development and fundraising activities in close partnership with HxA's President, John Tomasi.

The Development Specialist is a mid-level role, suitable for a professional with early-career experience in nonprofit fundraising or a career changer with a client-service background in finance, law, or other professional fields. The position will primarily focus on structuring the organization's fundraising efforts – and the president's time and attention – through careful planning, execution, and analysis of major giving efforts.

The ideal candidate will have excellent interpersonal skills and organizational abilities; a history of work with high-net-worth individuals and their professional staff; and a sincere passion for HxA's mission. He or she will be motivated by building relationships, building and improving systems, and growing a long-term financial base for HxA's urgent work in higher education.

This is a remote position that must be based in the New York City area, with openness to daily travel to Manhattan.

**Specific duties include:**

- Tracking goals, progress, and next steps in relationships with major donors and prospects
- With an executive assistant, structuring the President's time and attention spent on fundraising for maximum impact
- Participating in President's fundraising calls, meetings, and travel as appropriate
- Participating in communications with major donors and prospects at all stages
- Working with the board chair and Board of Directors to advance major giving efforts
- Researching donor prospects
- Planning a small number of gatherings and events focused on major donors and prospects
- Managing and continually updating development plans, calendars, records, and reports
- Learning and keeping up-to-date on best practices in nonprofit fundraising
- Participating in HxA team meetings and programs, to ensure a close understanding of our priorities, issues, and activities



Other duties as assigned by Management.

### Required Qualifications:

- Bachelor's Degree or higher;
- At least five years of professional experience in **either** a nonprofit fundraising role or a client-facing professional role in another field such as financial services or law;
- Experience working in a client-facing capacity with high-net-worth individuals;
- Outstanding interpersonal skills;
- Polished verbal and written communication skills;
- Outstanding organizational skills with close attention to detail and technological savvy;
- Willingness to partner closely with an executive leader, from big-picture strategic questions to detailed tasks related to time scheduling and email correspondence; and
- Demonstrated alignment with the HxA's mission and values.

As mentioned above, this role is open to career-changing professionals who have not worked in nonprofit organizations, fundraising, or higher education in the past. It has the potential for growth into a more senior level as HxA expands.

### Knowledge, Skills, and Dispositions:

You would be a good fit for our team if the following attributes describe you:

- **Team player.** We are a small team that values collaboration, supporting each other, and engaging with each other. You enjoy being a team player, display a positive and optimistic attitude, have the ability to recognize and celebrate wins of all sizes, are open to constructive and supportive feedback, and demonstrate a commitment to consistently improving both your own performance and that of your team.
- **Political tolerance and flexibility.** We don't care what your politics are, but you must be able to respect and advocate for the inclusion of diverse people with diverse perspectives, including progressive, conservative, and libertarian ideas and scholars.
- **Excellent organizational and process skills,** including the ability to effectively track the status of ongoing projects and find needed documents and information quickly. Ability to take direction, receive feedback and constructive criticism, and share constructive feedback with colleagues. Ability to independently organize, plan, prioritize, and carry out responsibilities, establish processes for self and others, and to finish tasks by established deadlines.
- **Excellent interpersonal skills,** including personal integrity, professionalism, empathy, resourcefulness, partnership, tact, proactive communication, willingness to seek and receive feedback, and a commitment to high standards of work quality and maintaining confidentiality.
- **Excellent flexibility and adaptability.** By the very nature of our work and the ever-changing landscape of higher-ed, our team must be able to be flexible and adaptable as the world, and our work, changes.
- **Persistent and creative problem-solver and opportunity-seeker.** The willingness/ability to anticipate problems, seek out information, and show persistence in finding solutions. We are a young organization with incredible potential to create positive change on college campuses. We seek an entrepreneurial colleague who can help us realize our potential.



- **Excellent oral and written communication skills.** Demonstrated ability to write clearly and powerfully; to communicate internally with your colleagues, and the world writ large; to edit and proofread for correct spelling and grammar; and to ensure high-quality, high-impact outputs.

**Reports To:** Executive Director, with daily accountability to President

**Direct Reports:** None

**Location:** Fully remote but in the greater New York City area; potential for 20% travel

**Position Type:** Regular, full-time, exempt

This full-time, at-will position has a target starting date of December 15, 2022. Since this role is for someone based in the NYC area, the Development Specialist should expect to be available for an 8-hour day starting at 9am Eastern Time during the regular work week (Monday-Friday). With a supervisor's approval, however, HxA staff may work any other hours that are appropriate for the professional norms of their job duties.

Occasional evening or weekend hours may be needed to support special events, programs, or in unusual circumstances. While HxA offers a flexible work schedule, full-time employees are still expected to work 40 hours per week.

**Salary and Benefits:** The expected salary range for this role is \$75,000-\$90,000.

HxA also provides strong benefits, including:

- Medical, dental, vision, life and disability insurances;
- A significant health insurance contribution for employees and their families;
- A retirement plan, with company matching after one year of service;
- Additional tax-deferred savings opportunities, such as pre-tax deductions and FSAs;
- Unlimited paid time off, provided the employee is in good standing;
- A demonstrated commitment to the ongoing training and development of each employee, supporting ongoing professional skills development.

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To apply for this position, please submit a cover letter and resume to [Jobs@heterodoxacademy.org](mailto:Jobs@heterodoxacademy.org).