

THE CHILDREN'S SCHOLARSHIP FUND

Education Freedom Tax Credit Officer

At Children's Scholarship Fund (CSF), we believe a quality education puts children on the path to success in life. As a scholarship-granting organization (SGO), CSF expands educational opportunity by providing scholarships to families in need so they can choose the schools and learning environments that are the best fit for their children, regardless of their ability to pay or where they live.

Location: Children's Scholarship Fund, Concord, NH

Employee Type: Full time, Exempt Employee

This position reports to: Director, Education Freedom Tax Credit Development and works in collaboration with Director of Donor Engagement, and Public Engagement Manager.

DESCRIPTION

As our Education Freedom Tax Credit Officer, you will help build and scale a new kind of giving model—one that enables thousands of individuals nationwide and businesses with a NH tax liability to support scholarships through a simple, incentivized federal education freedom tax credit and state-level education tax credits. Rather than focusing on a small number of large gifts, this role is about:

- Activating broad networks of donors;
- Simplifying how people give;
- Building trusted relationships across communities, financial professionals, and local partners, and
- Driving high-volume, repeatable participation.

You will serve as both a **relationship builder and market builder**, helping individuals understand how they can redirect their tax liabilities to support students—often at little to no net cost. This is a **field-facing, growth-oriented role** at the center of a national movement.

You will implement a gift program that drives new revenue streams in support of CSF scholarships. You'll be responsible for identifying and engaging new federal education freedom tax credit prospects and new NH education tax credit prospects. An ability to empathize with donors and clearly communicate our organization's mission and available tax credits is key. You'll be expected to energize and persuade prospects and persevere to the end.

KEY RESPONSIBILITIES AND DUTIES

As our Education Freedom Tax Credit Officer, you will:

- Help donor prospects accomplish their philanthropic goals and ambitions through a relationship with our organization.
- Attend regional networking events, state-wide events, in-person meetings, and other activities that support the goal of building relationships in support of CSF.
- Serve as a trusted resource for donors, tax professionals, and financial advisors.
- Manage portfolio of new donors and prospects to contribute to ambitious annual goals through donor volume and repeat engagement.
- Create and implement moves management and utilize systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools.
- Establish and maintain great working relationships throughout the organization and with outside constituencies.
- Collaborate with our development team in strategizing with regard to researching and cultivating prospective donors, developing donor communication materials, outreach opportunities, and events.
- Make presentations to groups and direct, face-to-face solicitations clearly explaining how the tax credits work in simple, compelling terms.
- Focus on **scale and participation**, not just large individual gifts.
- Other duties as assigned.

WHAT SUCCESS LOOKS LIKE

- Thousands of new donors activated and retained;
- Strong relationships with local networks and financial professionals;
- Clear, simple donor experience that converts interest into action, and
- Consistent growth in participation and total contributions.

REQUIREMENTS

Skills and Qualifications:

- Shared belief in CSF's mission of empowering families by providing children in need with scholarships and by supporting expanded educational opportunities for all children.
- A true people person with an outgoing nature who thrives in community-facing environments.
- A highly energetic road warrior who is a self-starter with a bias toward action and results.
- Excellent writing and speaking skills that compel individuals to action.
- Success in managing a portfolio of current and prospective donors or clients; communicating effectively to keep the team apprised of progress; meeting deadlines; and tracking progress against specific and measurable goals.

- Experience using a CRM, donor database, prospect research, and other wealth screening tools to aid in your cultivation process.
- Professional work experience, including experience in fundraising, sales, business development, external relations, or a closely-related field.
- A Bachelor's degree in Business, Economics, Marketing, or a related field.
- Ability to communicate complex ideas (like tax credits) in simple, compelling ways.
- Comfortable operating in a fast-moving, growth-oriented environment.

Work Week:

- A usual work week consists of 5 days a week, Monday through Friday, 9am to 5:30pm with a half hour lunch. Nights, weekends, and regional travel are a must.

Location:

Children's Scholarship Fund, Concord, NH

- This position will be a hybrid position with some days in the office, most days on the road, and some days working remotely.

Compensation:

- Compensation includes a generous benefit package with an annual salary of \$70,000-\$90,000 based on experience and qualifications. CSF offers approximately 80-90% employer paid health and dental insurance for employees, depending on choice of plan. The group insurer for health insurance is United Healthcare Oxford. In addition, CSF offers a 5% match of salary on elective contributions to 403(b) retirement plan, long-term disability insurance, and life insurance coverage up to two times annual salary. CSF is the sponsor of voluntary AFLAC plans that employees can choose to contribute to or not.

If interested, please send your resume and cover letter to kbaker@scholarshipfund.org