



## The Ron Clark Academy

**Job Type:** Full-time\*

**Position Title:** Manager, Development & Communications

**Overview:** The Ron Clark Academy is a highly-acclaimed nonprofit middle school with a bold vision to be the best school in the world by demonstrating transformative methods and techniques that are embraced and replicated everywhere. Donors provide funding, in-kind resources, and volunteers to sustain scholarships for our 4<sup>th</sup>-8<sup>th</sup> grade students as well as strengthen our educator professional development program. The Development & Communications Manager is responsible for securing funding that supports the RCA programs while working collaboratively with senior leadership on brand messaging.

**Position Summary:** The Manager of Development and Communications works in collaboration with and supports the organization's fundraising and communications efforts as part of the development team, with a specific focus on building and maintaining corporate and foundation relations while driving the communication's strategy. This position reports to the Chief Development & Communications Officer.

### **Key Responsibilities:**

- Assist in developing high-potential individual donor prospects and corporate sponsors
- Manage year-round donor engagement strategy through ongoing stewardship activities
- Identify and execute solicitation and cultivation strategies for new and current individual donor and corporate relationships.
- Identify and write corporate and foundation grant proposals
- Collaborate with marketing on articles for internal and external communications (annual reports, e-newsletters, etc.)
- Oversee social media communications and posting schedule
- Work closely with volunteers and assist in creating meaningful opportunities for prospects and stakeholders (i.e. The Amazing Shake)
- Maintain accurate data, update corporate contact data and donor detail information in Raiser's Edge.

### **Education and Experience:**

- Bachelor's degree required. Advanced degree a plus.

- Minimum of 5 years of professional experience of professional sales, business development, or fundraising development experience
- 5 to 7 years of relevant and applicable work experience required, including experience managing, executing, and evaluating results-oriented communications strategies
- Experience working with education, other social causes in a nonprofit, government, or related field is a plus, but not required.
- Proven track record of securing and stewarding gifts from individuals, foundations, and corporations, or successfully closing sales opportunities.

**Skills and Abilities:**

- Ability to plan strategically, set priorities, multi-task, plan work, design approaches, and close commitments
- Excellent written and verbal communications skills
- Strong interpersonal skills with ability to create meaningful relationships
- Ability to navigate and maintain accurate Raiser's Edge records
- Strong communication, presentation & interpersonal skills
- Able to retain and grow donor base
- Ability to strategically plan, implement, and organize
- Proven ability to interact favorably with constituents
- Work independently and be self-motivated
- Other duties assigned

**How to Apply:**

Send cover letter and resume to [development@ronclarkacademy.com](mailto:development@ronclarkacademy.com).

\*This position is classified full-time exempt with a minimum 40-hour workweek; some evening and weekend work is required, including attending occasional special events.