

HORIZONS AT The FOOTE School

50 Loomis Place
New Haven, CT 06511



Development Coordinator & Assistant to the Executive Director

Program Overview:

Since 2014 Horizons at Foote has been an academic and enrichment program dedicated to creating opportunities for New Haven Public School students from low-income families. Horizons provides a joyful, safe, inspiring learning environment and empowers students to thrive in school and engage in an ever-changing world. Modeled after the Horizons National Student Enrichment Program, Horizons at Foote's intensive six-week summer program is designed to prevent "summer learning loss" in Literacy and Math and to close opportunity and achievement gaps in under-resourced public schools. We make a 9+ year commitment to our students and families.

Horizons at Foote begins in kindergarten and serves its students throughout their educational careers. It helps them build skills and self-confidence and realize their full potential through a unique blend of academic, cultural, and recreational enrichment activities. Additionally, Horizons provides direct, small group, individualized academic support and skill-building with a Head Teacher, Associate Teacher, and two Interns per class, allowing a 4:1 ratio for intervention and additional support. Our Academic Director, Reading Specialist, and Social Worker are available each day, supporting teachers and students in the classroom, building upon their curiosity, and social-emotional learning growth. Working in partnership with Horizons families and the New Haven schools whose students come to Horizons, Horizons at Foote is committed to developing the whole child. It offers activities that promote higher-level thinking, perspective, leadership development, and self-confidence— sending our students back to public school inspired and prepared for the future. See our website at www.horizonsatfoote.org.

Position Summary:

Horizons at Foote is seeking a Development Coordinator & Assistant to the Executive Director (ED) to manage and support internal and external events, development projects, data entry, and support aspects of the school year and summer educational programs. Working closely with the Executive Director, the Coordinator will ensure high-quality, effective event management, development efforts and program operations. The successful applicant will be responsible for building strong relationships with the Foote school staff and community, Horizons staff, teachers, students, families, interns, volunteers and with the New Haven Public Schools. As a member of a small team, the successful applicant will also carry out a variety of administrative tasks.

This is an outstanding opportunity for an individual with excellent people skills, organizational skills, and programmatic skills. The successful candidate must have **a passion for helping underserved students recognize, enjoy, and achieve their potential.**

Qualities and Experience:

- Excellent writing and communication skills
- Strong organization and attention to details

- Experience with databases and grant writing
- Track record of collaboration and effective teamwork
- Lead with humility, flexibility, and optimism
- Commitment to diversity, equity, and inclusion
- At least 3 years of professional or non-profit experience
- Passion for equity in education
- Excellent verbal skills and community/external outreach experience
- Supporting fundraising events and activities
- Managing social media and other marketing activities
- Collaborating with a Board of Directors or similar entity

Responsibilities:

The successful applicant will help the ED carry out her responsibilities as needed. The responsibilities will include but not be limited to the following:

Development

- Assist with development/fundraising initiatives, including data entry and database management (CRM experience a plus), preparation of weekly/monthly reports, planning and execution of special events, scheduling donor cultivation and solicitation calls/meetings, grant writing, and reporting.
- Ensure messaging is consistent and compelling across mediums – stories, emails, appeals, grant proposals, event promotions, social media posts, and more.
- Work in partnership with the Executive Director and Development Committee to create and execute a robust stewardship and communication plan to ensure board members and donors stay up-to-date and engaged in key organizational happenings.
- Work in partnership with the Development Committee and lead planning efforts for 'Horizons' three main fundraising events--Spring Event and two Giving Days-- and any future events, including event coordination and management and event marketing and promotion.

Program Operations

- Work with the Executive Director and manage the implementation of the high school program, case management system, and school year initiative as the high school program grows.
- Assist the Executive Director in planning, coordinating and implementing year-round family events (*e.g.*, Parent Info Sessions, holiday dinners, etc.). Represent Horizons with the Executive Director at various community events to raise awareness and recruit students and volunteers.
- Support the overall operations for the summer and school-year programs (enrolling students, logistics, programmatic details, and teacher support etc.).
- Work with the Executive Director to complete CT State level certifications and applications (*e.g.*, Summer Food Service Program and Summer Youth Camp Licensing)

- Assist with ongoing communication with Horizons families, the Board of Directors, the Executive Committee of the Board, Foote administration, and outreach and public relations efforts (social media and others).

Benefits for full-time employees only:

- This may be a part-time or full-time position, depending on the candidate's availability
- Competitive Compensation
- Benefits available for a full-time employee.

To Apply

Please email a resume and cover letter in either PDF or Word format to Wick Chambers at horizonsemployment@footeschool.org that:

1. Describes how your skills, experience **and passion for the mission** meet the qualifications for the position; and
2. States how you heard about this opportunity.

Applications will be reviewed on a rolling basis.

Horizons at The Foote School offers a competitive compensation, commensurate with experience and skills. The Foote School complies with all applicable civil rights laws and does not discriminate on the basis of any protected characteristics in any of its educational programs or activities, including employment. Protected characteristics (or protected classes) include race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability, pregnancy, veteran status, gender identity or expression, or any other basis prohibited by state or federal law. The School is specifically required by Title IX and other applicable federal and state laws not to discriminate in such a manner.