



COMMONWEALTH ACADEMY

Assistant Manager of Communications and Development

Interested candidates should apply [here](#).

The AMDC plays an integral role in elevating the school's brand, engaging community members, raising money and securing the school's potential for permanence via the CA Fund, managing the school's community systems and channels (DonorPerfect, Finalsight, etc.) to keep members of the community engaged, informed, and eager to remain active in the community. The AMDC contributes to the vision and mission of CA as a skilled communicator who generates financial resources for CA by applying for grants, writing fundraising letters, co-planning events, and cultivating strong relationships with potential donors and institutions. The AMDC also maintains excellent and accurate records within our internal systems that allow us to make data-informed decisions, serve our students meaningfully, and communicate effectively with community members near and far (past and present).

Key Responsibilities

Communications:

- Creates, reviews, edits, and distributes content in alignment with school needs and communications strategy
- Contributes brand-appropriate content for web stories, Instagram, Facebook, and Twitter
- Updates website utilizing Finalsight as needed
- Writes short and long-form pieces for the CA website, email, and social media to elevate our profile, raise funds, and advance our mission
- Manages some day-to-day coordination of opportunities and partnerships with partners/vendors
- Acts as CA's "in-house reporter" to identify and develop compelling stories about our constituents, programs, staff, and the issues relating to our work

Development:

- Writes fundraising appeals and acknowledgment letters and other correspondence
- Processes donations and enters fundraising data into the databases of choice (DonorPerfect, internal databases, etc.)
- Researches and applies for grant/discretionary fund/foundation opportunities
- Coordinates and plans cultivation and fundraising events
- Conduct preliminary research on prospective corporate, foundation, and individual donors
- Handle all administrative details associated with event, advancement, department, and other meetings
- Coordinate production and mailing of appeals and other fundraising correspondence
- Cultivates individual donors through phone follow-ups and in-person conversations
- Develops and maintains an alumni engagement database to support the school's engagement initiatives and goals

Qualifications

- Bachelor's degree in a related field
- A minimum of three years of experience in development and communications (preferably for a nonprofit organization)
- Proficiency in Google Suite, Adobe Creative Suite, Microsoft Suite, Database management (DonorPerfect), Finalsight