

Job Posting: Development & Marketing Coordinator

Job Summary

At the Academy for Individual Excellence, we strive to enable children to achieve their individual best, thriving in a family-centered educational community focused on engagement, accountability, compassion and work ethic.

The Academy is seeking a dedicated and energetic Development & Marketing Coordinator whose values and work ethic are aligned with our organization's mission and purpose. The ideal candidate would assist with executing fundraising plans for annual operations and capital projects and must implement and evaluate all projects pertaining to corporate and foundation grants, individual giving, public funds and special fundraising events. The position will also be responsible for collaborating on school communications and marketing in a way that promotes the values and mission of AIE and that keep donors and other friends of the school regularly informed of school updates, needs, and successes.

Position Responsibilities

The responsibilities for the Development & Marketing Coordinator will be, although not limited to, as follows:

Fundraising:

- Create a yearly fundraising document outlining funding sources and priorities.
- Assist in the organization and execution of 2 in-person annual fundraising events.
- Oversee electronic giving and other fundraising drives.
- Research grant and other fundraising opportunities aligned with the school's vision, values, goals, and priorities and produce grant applications and materials in a high-quality manner.
- Establish and maintain productive relationships with local foundations, corporations, and individual donors.
- Ensure all gifts and visits are appropriately acknowledged and entered into the database.
- Establish fund development goals and performance measures; monitor and evaluate results.
- Maintain comprehensive prospect and donor records, including information from special events and in-kind donations, through donor database.
- Track pledge payments and mailing of payment reminders to donors.

Marketing:

- Conduct school tours for prospective families and corporate and individual donors.
- Participate in off-site marketing opportunities.
- Management of school's website & social media accounts.
- Identifying other potential areas for outreach cultivating relationships with churches, chamber businesses, individuals, and other relevant organizations.

This is a full-time position. Benefits are available.

Job Requirements:

Skill and Qualifications:

- Effectively multi-task and establish priorities with a calm demeanor through both slower and busier periods of the day.
- Detail-oriented with excellent organizational skills and attention to detail.
- Strong verbal and written communications skills.
- Ability to work well under pressure.
- Ability to listen and capture important details.
- Team player with good interpersonal skills that has the ability to interface and build relationships with all levels of staff, students, donors, community leaders and parents.
- Ability to work and make judgments independently and take initiative. Self-starter that requires little supervision.
- Proficiency in Microsoft Excel, PowerPoint, Word, Google Apps, and donor database software.

EDUCATION:

A Bachelor's degree (preferred)

WORK EXPERIENCE:

- A minimum of two years' experience in a similar role (required).
- Previous experience in grant writing (required).
- Prior experience working in a school setting will be helpful.

PHYSICAL DEMANDS:

Must be able to bend, stoop, push, pull, reach, sit, climb, stand, and walk for periods of time.

Must be able to lift from floor to waist up to 10 pounds, up to 30 pounds occasionally.

OTHER QUALIFICATIONS:

Valid driver's license and reliable transportation

HOW TO APPLY:

Interested candidates should email their resume and reference to info@aiexcellence.com