

Development and External Relations Manager (full-time)

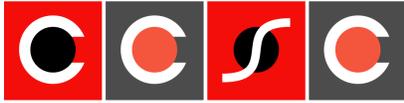
Community Charter School of Cambridge (CCSC) is a public charter school that serves students in grades 6-12. Focusing on post-secondary success for *all* students, CCSC combines high academic and behavioral standards with an environment of unconditional affection, acceptance, and belonging in which all students can thrive. CCSC seeks dedicated, outstanding, and innovative faculty and staff interested in joining our exceptionally diverse and talented team (47% faculty of color, 57% administrators of color for the 2017-2018 school year). Educators will build upon our rigorous academic program and strong school culture. The school's commitment to diversity and social justice is reflected in our daily practices, policies, and systems. Professional development is team-based and includes an extensive focus on race and equity. CCSC has been honored during its first thirteen years and recently received the Department of Elementary and Secondary Education's highest ranking among middle/high schools in the greater Boston area. CCSC has received an official state commendation and was runner-up for the prestigious Pozen Prize for Charter Schools.

This non-instructional 12-month staff member engages in two major areas of critical work: development and external relations. Serving as the sole development officer, this person researches grant opportunities and pursues applicable ones, crafts appeal letters, manages the development database and dashboard, and executes relevant follow-up. In the area of external relations, this person generates content and manages the school's social media platforms and website, creates collateral, supports special event planning, and liaises with local community and business groups. This is a school-based position, enabling the development and external relations manager to integrate into, and know intimately, all aspects of our school community. In addition, the staff member fulfills all regular duties and commitments required of CCSC staff.

The Development and External Relations Manager can expect to:

- Research grants and apply for relevant ones, generating ideas and gathering information from internal stakeholders
- Manage all aspects of individual giving, including donor research and cultivation, writing appeals, database and dashboard management, acknowledgement letters, and new donor identification and solicitation
- Work with students, alumni and families to broaden the fundraising base and create a culture of giving
- Manage the school's social media accounts, generating content and coordinating the generation of content
- Coordinate projects related to the school's "look and feel," including design work, internal printing or external procurement, photography, and more

C O M M U N I T Y



CHARTER SCHOOL OF CAMBRIDGE

- Collaborate with and contribute to a diverse community of students, families, faculty, and staff
- Participate in applicable staff professional development (equity, Roundtable presentations, etc.)

Qualifications:

- BA or BS required
- Development and/or external relations experience in a school or non-profit setting preferred

How to Apply

Send a cover letter and resume to Devin Morris, Director of Student and Family Engagement, at DevExtManager@ccscambridge.org with the subject line "Development and External Relations Manager"

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