



Development and External Relations Coordinator (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 a supportive environment in which all students are known exceptionally well. CCSC seeks dedicated, outstanding, and innovative faculty and staff interested in joining our diverse and talented team. Educators will build upon our rigorous academic program, commitment to diversity, and strong school culture. CCSC has been honored during its first twelve years and is currently the highest ranked middle/high school in the greater Boston area. Last year, CCSC received an official state commendation and was runner-up for the prestigious Pozen Prize for Charter Schools. Outstanding academic results for all students *and* all subgroups over the past few years were qualifications for both.

Position Overview

Working in close collaboration with the Head of School and the Director of Student and Family Engagement, the Development and External Relations Coordinator will sustain current fundraising activities and identify areas for growth and improvement. S/he will manage the school's online presence, with responsibility for website content and social media. This 12 month position has a start date of June 1, 2017. The Development and External Relations Coordinator will:

- Grow CCSC's network of supporters, overseeing donor cultivation, database management, solicitation, and stewardship. This includes the management of an appeal in the fall and spring.
- Manage and maintain CCSC's current grants and foundation relationships, and seek new opportunities from foundations and government sources.
- Support the work of the board's development committee, providing relevant updates and reports.
- Work collaboratively on donor communications and marketing efforts - including an annual report, a fall and spring digital newsletter, and social media presence - to increase the school's visibility.
- Organize and execute campus visits
- Facilitate and track volunteer involvement
- Liaise with various neighborhood and business organizations (KSA, ECBA, CCC, etc.), working to establish new community partnerships
- Support the expansion of the internship program and help execute the end of year exhibition.
- Complete special projects as assigned.

Qualifications

- Experience fundraising with a non-profit organization or foundation, including facility with development-related software and database management.
- Ability to work independently and to collaborate with faculty and staff.
- Exceptionally strong written and verbal communication skills.
- Experience managing details-oriented projects.
- Passion for social justice and CCSC's mission.
- Sense of humor and flexibility.
- Bachelor's degree required; advanced degree preferred.

To apply

Send a cover letter and resume to devandextcoordinator@ccscambridge.org with the subject line "Development and External Relations Coordinator."