Title: Development Manager
Supervisor: Chief Development Officer
Department: District
Classification: Exempt
Contract Length: Year-Round (260 Days)

Founded in 2000, the Milwaukee Academy of Science (MAS) is a K4-12th grade independent charter school serving over 1,400 scholars. The mission of MAS is to graduate students prepared to compete successfully at the post-secondary level. African American students comprise 98% of the student body and over 96% of students qualify as economically disadvantaged. Regardless of student background and external factors, MAS maintains the expectation that with the support of our school community all students can and will learn, and will graduate high school prepared for their post-secondary educational experience.

Job Summary:
The Development Manager reports to the Chief Development Officer and works to manage all aspects of the development team's efforts to secure resources for the school. This person will support the overall development strategy and day-to-day needs of the development department. The right candidate will have experience in event planning, project management, communications & marketing, public relations, and fundraising. This person should be able to stay organized while juggling many projects, while also taking initiative to move projects forward and meet deadlines.

I. Position Relationships:
Reports to: Chief Development Officer
Coordinates with: Development team, Business Office, administrators

II. Position Responsibilities:

Donor & Development Strategy (25%)

- Carry out strategic development initiatives and determine key tactics to ensure Milwaukee Academy of Science meets annual and long-term fundraising goals
- Conduct ongoing research to identify new donor and grant prospects
- Prepare and present data and other information to key stakeholders and Board of Directors board member engagement in fundraising and other development work
- Manage the execution of MAS's fundraising calendar, including dates for solicitations, proposals, reports, activities and events

Grant Writing & Reporting (30%)

- Research and identify potential grant opportunities from government agencies, foundations, corporations, and other sources that align with the school's needs and priorities

- Develop grant proposals, including narratives, budgets, and supporting documents, to seek funding for specific programs, projects, or initiatives
- Collaborate with school leadership, teachers, and staff to gather information and data needed for grant applications, ensuring alignment with the school's strategic goals and objectives
- Maintain a calendar of grant deadlines and ensure timely submission of grant applications, including any required supplementary materials or follow-up documentation
- Evaluate the effectiveness of grant-funded programs and initiatives, collecting and analyzing data to assess impact, outcomes, and sustainability

Donor Communications & School Marketing (20%)

- Prepare annual reports and related materials regularly shared with donors, as well as materials for use in external development meetings
- Coordinate donor mailings, annual report, annual appeal, stewardship materials, and produce other high- quality written communications
- Coordinate storytelling opportunities on MAS funders, donors, partners, etc. in external communications
- Support the school's strategic communications, marketing, and public relations activities
- Create monthly newsletter for donor and alumni audiences
- Support print refresh of any collateral materials

Donor Relations, Events & Data Management (20%)

- Ensure timely and accurate gift accounting and acknowledgements, donor database accuracy and analysis that delivers actionable insights regarding fundraising progress to goal; create reports to guide team actions
- Manage tour preparation for prospective donors
- Plan and execute key annual fundraising events including, but not limited to, an annual gala, golf outing and small-group donor receptions or events
- Manage online giving platforms, revenue coding, donation imports, and silent auction platform
- Lead the management of donor database
- Lead donor acknowledgement process

Website (5%)

- Regularly update the school website with current news, events, and announcements to keep parents, students, and the community informed
- Ensure that all content on the website is accurate, relevant, and reflects the school's mission, values, and educational programs
- Collaborate with various stakeholders including teachers, administrators, and staff to gather information and materials for the website
- Implement design changes and improvements to enhance the visual appeal and functionality of the website

- Stay updated on best practices in web design, accessibility standards, and digital communication trends to continually enhance the school website

III. Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The candidate must be mission-driven, demonstrate the highest integrity, and have an asset-based mindset about Milwaukee and its community

- Bachelor's Degree or equivalent required

- At least three (3) years of progressively responsible experience in similar or related roles

- Highly confidential and professional in all aspects of professional interactions

- Must, at all times, possess a valid Wisconsin driver's license and have access to a vehicle which she/he can use during the workday for job responsibilities which require local travel.

IV. Benefits

- Paid time off

- 403(b) matching

- Health insurance

- Health savings account

- Vision insurance

- Dental insurance

- Life insurance

- Short Term Disability

- Long Term Disability

- Employee assistance program

Job Type: Full-time

Education:

- Bachelor's (Required)

Experience:Development: 3 years (Required)

Work Location: One location