



Manager of Development

Phoenix Collegiate Academy team members serve the students of the South Mountain Village area. Our mission is to prepare all students to succeed in college and be leaders in our community. In the 2017-2018 school year we will serve Preschool through 12th grade students. We know that rigorous academics, a structured environment, and high expectations will ensure the students we are serving close the existing opportunity gap.

Job Description

We seek a Manager of Development to help us meet an ambitious annual private fundraising goal to support and enable PCA to achieve its mission. S/he will plan, organize, and direct all of PCA's fundraising efforts including prospecting and preparation for solicitation, regular donor stewardship and communication, major individual and corporate gifts, planned giving, special events and capital campaigns. The Manager will work closely with the CEO and the Board of Managers in all development and fundraising endeavors. S/he will report to the Chief of Staff (or EA).

The Manager of Development will have the following responsibilities:

- Development
 - Manage a portfolio of individual, corporate, and foundation donors to ensure engagement and facilitate renewal and upgraded gifts
 - Oversee annual tax credit campaign
 - Prepare CEO for all major donor interactions and support next steps
 - Support development committee of Board of Managers
 - Plan and execute special events
- Communications
 - Develop content for all solicitations including letters of intent, proposals, and meetings
 - Manage all social media accounts and appropriate website sections
 - Oversee social media giving and awareness building campaigns
 - Create donor collateral like postcards and one-pagers to share PCA's work
 - Manage online newsletter content, design, and distribution



- Strategy
 - Research new potential donors and potential connections to leverage
 - Develop strategy for all donor cultivation and stewardship activities
 - Create new campaigns aligned with organization strategy
 - Attend networking events to meet new potential donors and partners
- Systems
 - Oversee all development activities in Salesforce donor management system
 - Ensure consistent record keeping for tax and compliance purposes
 - Manage donor acknowledgements

The ideal candidate will bring the following to this role:

- A track record of compelling audiences to become aware of and support a cause.
- An ability to work both independently and collaboratively with leadership, staff, teachers, board members, donors, and community members.
- Strong organizational skills including calendar and agenda management, project planning, and prioritization.
- An ability to manage up and ensure follow through on tasks assigned to senior leadership and board members.
- Experience working in a CRM - preferably Salesforce.
- Excellent written and verbal communication skills.
- A creative mindset to excel in an environment with limited financial resources.
- Strong command of leveraging social media platforms to build awareness and philanthropic support.
- Basic website and graphic design experience a plus.
- A Bachelor's degree.

Qualifications

- Bachelor's Degree
- A track record of compelling audiences to become aware of and support a cause.
- An ability to work both independently and collaboratively with leadership, staff, teachers, board members, donors, and community members.
- Strong organizational skills including calendar and agenda management, project planning, and prioritization.
- An ability to manage up and ensure follow through on tasks assigned to senior leadership and board members.
- Excellent written and verbal communication skills.

A competitive salary aligned to similar experience and a track record of success will be offered to the selected candidate along with full benefits (medical, dental, vision, 401k).

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