

Job Description

We are seeking a dynamic and driven Business and Community Development Manager to join our team in a part time capacity. This role will be responsible for a wide range of tasks to support the growth and success of our organization including donor outreach and development, marketing and strategic planning. The ideal candidate will have excellent organizational and communication skills, a strong attention to detail, a passion for community engagement and development, and experience working with non-profit educational organizations.

Responsibilities:

1. Develop, plan, and implement monthly events to engage the community and promote our organization's mission.
2. Create and manage a monthly newsletter to keep stakeholders informed about upcoming events, achievements, and updates.
3. Upload blogs and other content to our website to showcase our work and engage with our audience.
4. Write grant proposals and manage the grant application process to secure funding for our programs and initiatives.
6. Plan and execute fundraising events to generate revenue and support our organization's financial sustainability.
7. Conduct surveys among parents, teachers, and students to gather feedback and improve our programs and services.
8. Make prospective donor calls and maintain relationships with existing donors to secure financial support for our organization.
9. Brainstorm, solicit, and schedule audiences for presentations to raise awareness about our organization and its impact.
10. Create and schedule all social media content to engage our online community and promote our events and initiatives.
11. Review and analyze website analytics to track performance and make data-driven decisions to improve our online presence.

12. Develop and implement strategic plan to promote and grow our organization and attract new supporters and stakeholders.

Qualifications:

- Proven experience in business and community development, fundraising, grant writing, and event planning.
- Strong project management skills with the ability to manage multiple tasks and deadlines effectively.
- Excellent communication, interpersonal, and negotiation skills.
- Proficiency in social media management, website analytics, and marketing strategies.
- Experience working with boards of directors and nonprofit organizations is a plus.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Commitment to our organization's mission and values.
- Bachelor's degree in business, marketing, or a related field or equivalent experience, ideally with an educational background.

If you are passionate about making a difference in the community and have the skills and experience to excel in this role, we encourage you to apply. Please complete the application and upload resume' and references. You will then be sent a link to our online application on our website at www.theinnovationschool.us.

Job Type: Part-time