



Advancement Manager

Position: We seek to add an to our team. The position can be filled as soon as the candidate is available to start, preferably by July 1, 2024.

School Overview

Founded in 2006, Community Partnership School (CPS) is a Pre-K through 5th grade independent elementary school located in North Central Philadelphia. Community Partnership School works tirelessly to provide children, primarily from low-wealth, low-income backgrounds in North Philadelphia, with a high-quality, affordable education that prepares them for lifelong well-being and success.

Our approach embraces whole-child development and family engagement – in other words, actively stimulating the intellectual, social-emotional and physical well-being of students in close partnership with their families. CPS begins with Pre- Kindergarten to capture early learning benefits for both our students and their families. The School program ends after 5th grade, with strong focus on individual fit in facilitating student transitions to middle school. But our investment in the success of our students doesn't end at 5th grade as we provide on-going graduate support through a comprehensive alumni program.

CPS is building its fundraising and communications program following a successful \$6.8M capital campaign and move to a new location in 2019. CPS is also finalizing an exciting strategic plan that will guide our work at fulfilling our vital mission into the future.

Job Responsibilities

- Implement departmental calendar of annual gift campaigns, events, PA tax credit, grants; understands CPS academic calendar, including admissions, placement and alumni, integrating annual Advancement campaigns and events with school calendar.
- Oversee school-wide internal and external communication efforts for Advancement and Enrollment, Placement and Alumni Support, including all content on website, external bulk email campaigns, social media platforms, digital data analysis and reporting, curation of video and photography, and external videographers and photographers.
- Input and maintain accurate and detailed data in departmental software for all Advancement and Communication activity.
- Produce weekly/timely gift acknowledgements and all contributions reporting.
- Craft annual calendar of fundraising messaging - Annual Appeal, Annual Report, E-appeals, event-related marketing, social media, weekly *Friday Flyer* and monthly donor *Partnership Post* (via Mail Chimp), draft monthly Board of Trustees departmental report.
- Record minutes for volunteer committee meetings, draft meeting agendas, task lists and reports.
- Work with Advancement, volunteers and all staff for annual spring gala and all Advancement events.
- Report to the Associate Director of Advancement.
- Collaborate with all members of the CPS community: administration, teachers, operations and finance staff, and Trustees.
- CPS offers full benefits and strives to support a healthy work/life balance for employees. For this role, compensation will be commensurate with experience.
- This role offers a hybrid schedule in coordination with all Advancement staff and requires a minimum of three days on-site weekly.

Knowledge, Skills and Abilities

- A minimum three years of direct or related communications experience, preferably in a non-profit organization.
- A bachelor's degree is required.
- Strong interpersonal skills and a proven track record of working effectively with a wide range of people
- Meticulous attention to detail and strong organizational skills.
- Detail-oriented with the ability to meet deadlines efficiently while managing, organizing and prioritizing multiple tasks.
- Excellent written and verbal communication skills.
- Proficiency with a variety of technology platforms, including email marketing and social media. Knowledge of donor database management platforms is a plus.
- Availability and willingness to work some nights and weekends.
- As a school deeply committed to principles of democracy and social justice, we are particularly interested in candidates with proven commitment and success working in diverse, multicultural settings.

Application: Interested applicants should submit a cover letter with salary requirements, resume, three writing samples, and contact information for three references to Claire Allamby, Director of Advancement, at c.allamby@cpsphilly.org. **NO PHONE CALLS, PLEASE**

Community Partnership School provides equal employment opportunities regardless of age, ethnicity, gender, learning or physical ability, national origin, race, religion, or sexual orientation.