



Transforming the lives of girls in Hartford.
Breaking the cycle of poverty through
education.

DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS

Founded in 2010, Grace Academy is an independent, tuition-free middle school for girls in grades 5-8 from underserved families in the city of Hartford. We transform the lives of our students by providing them with individualized attention, a challenging and diverse academic program, and a safe and inspiring environment that prepares girls to succeed in high school, college and life. Our school is based on a model of education that originated at Nativity Mission Center in New York City in 1971. The model consists of small class size, extended school day and year, and high school as well as college support following graduation from 8th grade. Grace Academy is accredited by the Connecticut Association of Independent Schools and is a registered 501©3 non-profit organization. For additional information, please visit our website at <https://www.graceacademyhartford.org/>.

THE POSITION

Reporting to the Executive Director and Head of School, the Director of Development & Communications is responsible for all fund development and related communication activities, including the creation and promotion of a compelling case for support. The Director of Development plays a critical role in the achievement of Grace Academy's mission to break the cycle of poverty through education, by creating and executing a fund development strategy sufficient to secure the financial resources needed to operate the school.

The successful candidate will work with the Head of School, the Board of Directors and the Power of Grace Committee to cultivate and steward donor relationships with individuals, businesses and foundations to raise ~\$1.2M annually. The ideal candidate will have the experience and resourcefulness needed to drive results, be highly collaborative, and possess the maturity and confidence needed to cultivate and steward donor support.

POSITION RESPONSIBILITIES

- Lead and direct all development activities, including the development and execution of a comprehensive annual development plan.
- Collaborate with the Executive Director and Head of School, the Board of Directors and Development Committee on all fundraising activities and events, including The Power of Grace, the school's major annual fundraiser.
- Create and consistently communicate a compelling case for support.
- Cultivate, secure and steward support from individuals, foundations, businesses and local government agencies. Must be able to make the 'ask' and tell the unique and compelling story of Grace Academy.
- Publish Grace Academy's annual impact report, manage the school's digital marketing platforms and create succinct and impactful donor communication materials.
- Plan and prepare special event logistics, including obtaining sponsorships, soliciting gifts, and conceptualizing print and publication materials.

- Solicit, secure and manage grants and related reporting with respect to the use and impact of funds.
- Manage the CRM platform used to support effective and fruitful donor stewardship.

JOB QUALIFICATIONS

- Bachelor's Degree in business, communications, marketing, public administration, fundraising or nonprofit administration from an accredited institution.
- 3+ years successful non-profit fundraising and development experience. Must possess a high level of leadership skills including integrity, dependability, and be results oriented.
- Have a passion for the mission, objectives, principles, and programs of Grace Academy.
- Demonstrated donor cultivation and management experience, and experience working with donor management technology
- Strong organization skills and ability to prioritize and focus resources on activities most impactful.
- Excellent written and verbal communication skills.
- Ability to establish and maintain effective working relationships with peers, donors and Board of Directors.

COMPENSATION AND BENEFITS

Compensation includes a competitive salary of \$60,000 - \$75,000.

Interested parties may send their resume and corresponding cover letter to:
search@graceacademyhartford.org

Grace Academy is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or other characteristics protected by law.