



Communications and Development Manager

Mission: REACH Prep provides access to transformative educational experiences that empower underserved, high-achieving students to graduate from top colleges and emerge as the next generation of leaders.

Organization: For over 25 years, REACH Prep has helped motivated and talented Black and Latinx students from underserved communities in Fairfield and Westchester counties and the Bronx gain admission to and thrive in rigorous independent schools. Upon admission to REACH Prep at the end of fourth grade, students benefit from a 12-year educational continuum, including comprehensive academic preparation and enrichment, leadership training, and supplementary individual and family guidance that prepares them to succeed at and graduate from competitive colleges. REACH Prep's model of access to high-quality education along with sustained, extensive and long-term support achieves college success rates that defy trends and national statistics.

REACH Prep is easily accessible for those traveling from New York City or New Haven. Our office is conveniently located in downtown Stamford near Harbor Point and within a short walking distance from Stamford's Metro North Station. *Please note that REACH Prep is following all local, state and federal guidelines regarding COVID-19 to ensure compliance and employee safety. Remote work option is available.*

Position: REACH Prep seeks a Communications and Development Manager who will report to and work in partnership with the Director of Development. This position will be responsible for executing the Development and Communications Plan, including external relations, donor-based communications and events.

Responsibilities:

Communications

- Develop and place content: website and social media, digital and print marketing materials (quarterly newsletters, e-blasts, Annual Reports, Annual Appeals)
- Identify and secure media placement from external sources (local calendars and media sponsors)
- Manage projects; set goals, develop and manage action plans for digital and print execution
- Work with outside vendors to ensure project goals are met on time and on budget

Donor Management

- Participate in meetings and interact with donors and Directors
- Manage donor database and conduct donor research
- Generate reports
- Create mailing lists
- Working with the Development Assistant, track and record donations from multiple sources on a weekly basis and generate acknowledgement letters
- Conduct monthly revenue analysis and reconciliation

Events

- Create timelines, collaborate with stakeholders to ensure successful events
- Coordinate content creation, design and implementation of event-related materials including save the dates, invitations, digital event platforms, e-blasts, ads, etc.
- Track and follow-up on event RSVP's, event seating, sponsorship benefits, etc.

Qualifications:

- College degree required
- Minimum of three years, full-time work experience in Development, Marketing or Communications
- Experience with nonprofits, especially those related to education and/or diversity
- Experience with digital platforms including website content management, e-mail marketing, CRM, donor databases
- Experience working with design, photography, and video
- Experience in coordinating all aspects of fundraising events
- Ability to problem solve independently
- Exceptional attention to detail
- Excellent communication skills including writing and proofreading ability
- Strong interpersonal and communication skills; ability to interact comfortably with a diverse group including donors, volunteers, students, parents and Alumni
- Demonstrates discretion, sound judgment and integrity
- Ability to thrive and work independently as well as collaboratively with a small team
- Valid driver's license

Start Date: November/December 2020

Salary: REACH Prep offers a competitive compensation and benefits package.

To Apply: Please submit a cover letter and resume via email to Rosa Ortiz, Deputy Director, at rortiz@reachprep.org. Review of applications will begin immediately. No phone calls, please. REACH Prep can respond only to those candidates who will receive an interview. REACH Prep is proud to be an equal opportunity employer.