

# Libertas School of Memphis

## External Relations and Development Manager (External Relations and Development Manager)

### JOB POSTING

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#### **Job Details**

*Title*

**External Relations and Development Manager**

*Posting ID*

**External Relations and Development Manager**

*Description*

Job Description: External Relations & Development Manager (Full- or Part-time)

Background: Libertas is a public charter school serving the Frayser neighborhood in Memphis. Our mission is to be a school for human flourishing: cultivating minds, hands, and hearts for lives of wonder, work, and love. We offer a rich, rigorous, and personalized liberal arts education through the method of Dr. Maria Montessori. We are an attachment village of support between school, families, and our community. Learn more [here](#).

#### Role summary and information

- Key function: Support the executive director of a high-performing, mid-sized, community-based educational nonprofit organization to engage funders, government agencies, and community partners in support of our mission.
- Schedule: Full-time preferable but part-time possible (min. 25 hrs / 4 days / week). Some flexibility on specific hours/days off-site. Occasional events outside normal school day. Year-round role, but hours may be adjusted during some school breaks.
- Reports to Executive Director. Other key relationships include Financial Controller, Director of Operations, Family Engagement Coordinator, etc.

#### Key responsibilities

- External relations: Engage with external stakeholders to gather or share information (e.g. TN Dept. of Education, Charter School Commission, First 8 PreK partnership, philanthropists, etc). Sift, coordinate reporting requirements among team; utilize internal data to write narratives and complete reports. Support advocacy campaigns by scheduling events with public officials.
- Fundraising / Development: Research and draft grant proposals to public and private funders. Conduct donor acknowledgement thank-you / tax letters. Coordinate fundraising campaigns. Manage online donor platform.
- Stakeholder communications: Develop communications for external audiences (beyond parents) such as newsletters and maintaining website. Coordinate with graphic design consultant to produce marketing materials such as promotional videos. Coordinate and publish Board of Trustees related documents.
- Special projects management: Support strategic planning process, charter application, etc. Other duties as assigned.

#### Qualifications, competencies, and traits for position

- Strong writing skills, with particular attention to addressing the requirements of grant applications and reports.
- Organized and attentive to details and deadlines.
- Flexibility and ability to keep track of multiple simultaneous projects.
- Comfort with reviewing a wide array of documents, identifying key elements, and synthesizing that information into a digestible format.
- Ability to communicate professionally with a variety of stakeholders.
- Experience with education or nonprofit organizations preferred but not required.
- Commitment to the school's philosophy.

#### Measures of success

- Applications, reports, communications are thorough, accurate, clear, and on-time.
- External stakeholders report satisfaction with our applications, reports, marketing.

- Meet expectations on performance evaluations, and other indicators.

Compensation

- Salary between low 50s to upper 60s depending on experience and qualifications. Eligible for increases or stipends for performance or additional duties.
- Investment in training, professional development and growth.
- Two weeks’ paid vacation and paid sick leave.
- Health insurance and retirement benefits at an above-market rate.
- Dental, vision, life, and disability insurance available for employee purchase.

Application process

Interested candidates should apply online at [www.LibertasMemphis.org](http://www.LibertasMemphis.org), where candidates can also learn more about our school. Please submit a resume, at least three references, and a cover letter explaining why you would be a good fit for our school and this position. (Please note that vague or generic cover letters are one of the chief reasons for candidates not being advanced in our hiring process.) Please direct any questions to [bob.nardo@LibertasMemphis.org](mailto:bob.nardo@LibertasMemphis.org). Libertas does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

*Shift Type*

**Full-Time**

*Salary Range*

**\$50,000.00 - \$65,000.00 / Per Year**

*Location*

**Libertas School of Memphis**

**Applications Accepted**

*Start Date*

**10/19/2022**

*End Date*

**12/01/2022**

**Job Contact**

*Name*

**Nansa Jo Catchings**

*Title*

**Director of Operations**

*Email*

**[nansa.catchings@libertasmemphis.org](mailto:nansa.catchings@libertasmemphis.org)** *Phone*