



Manager of Development and Major Gifts

Overview: Socrates Academy, a distinguished Greek charter school renowned for its emphasis on Hellenic culture and strong network of Greek donors, is seeking a dedicated and dynamic Manager of Development and Major Gifts. This pivotal role will be instrumental in driving revenue generation and fostering donor relationships to support the Academy's mission and strategic objectives.

Responsibilities:

- **Strategic Leadership:**
 - Report to the Foundation while collaborating with the Principal to execute and enhance the strategic objectives of Socrates Academy.
 - Develop and implement comprehensive fundraising strategies to increase revenue through corporate campaigns, special events, annual campaigns, and grants.
 - Promote the Academy's mission to increase public and corporate engagement locally, nationally, and globally.
- **Fundraising and Donor Engagement:**
 - Lead the development and growth of donor relations, with a particular focus on Greek donors and the Hellenic community.
 - Identify, cultivate, and solicit major gifts, ensuring a diversified and sustainable funding base.
 - Create tailored engagement opportunities and products that resonate with corporate partners and individual donors within the Greek community.
- **Communications and Marketing:**

- *Develop and execute development-related communication strategies, including social media, brochures, press kits, and annual reports.*
- *Enhance the visibility of Socrates Academy through effective marketing campaigns and media relations.*
- *Craft compelling cases for giving and other promotional materials to support fundraising efforts.*
- **Event Planning and Management:**
 - *Plan and manage special events in coordination with organizational partners, the Foundation, and the Principal.*
 - *Oversee the logistical and administrative aspects of fundraising events to ensure their success and alignment with the Academy's goals.*
- **Grant Writing and Reporting:**
 - *Identify viable grant opportunities and serve as the primary author or delegate tasks to development staff and volunteers.*
 - *Prepare development reports for the Foundation and the Principal, providing insights and recommendations for continuous improvement.*
- **Volunteer and Staff Support:**
 - *Train and guide volunteers and partners to effectively execute their fundraising responsibilities.*
 - *Provide staff support as needed to meet the fundraising goals and objectives of Socrates Academy.*

Personal Skills:

- *Strong work ethic and commitment to excellence in service and performance.*
- *Strategic and innovative thinker with the ability to balance planning and execution.*
- *Exceptional organizational and planning skills with a strong analytical orientation.*
- *Inspirational leader capable of influencing and driving change.*

- *Professional and pleasant demeanor, capable of building effective relationships.*

Experience:

- *Bachelor's Degree.*
- *Proven experience leading large fundraising campaigns and securing major gifts.*
- *3-5 years of experience in fundraising/development or sales, with a preference for non-profit experience.*
- *Demonstrated ability to build relationships and collaborate effectively.*
- *Strong written and oral communication skills.*

Travel Requirements:

- *Willingness to travel to support the organization's initiatives and fundraising goals.*

Socrates Academy is dedicated to fostering a supportive and inclusive environment. We welcome candidates who share our commitment to education, Hellenic culture, and community engagement. If you are a passionate development professional with a track record of success, we encourage you to apply and join our mission to shape the future of our students and community.

To Apply:

Please submit a cover letter and resume to careers@socratesacademy.us

The cover letter should highlight your campaign and major gifts experience. Please include the answers to the following questions:

1. Have you personally identified, cultivated, and asked for gifts in excess of \$1 million (as lead, not as a support staff)
2. Do you have experience managing a capital campaign?
3. Do you have experience working with schools, parents, and alumni?