



EXECUTIVE SEARCH CONSULTANTS
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**DIRECTOR OF EXTERNAL AFFAIRS
MANCHESTER ACADEMIC CHARTER SCHOOL**

PERFORMANCE PROFILE

QUALIFICATIONS

- Bachelor's Degree required; graduate degree in non-profit management, business or marketing preferred.
- Four (4) or more years professional experience in communications, development and/or marketing.
- Ability to adapt to job requirements.
- Act 33/34 Clearances required.

KNOWLEDGE AREAS

- Excellent verbal and written communication skills, and a proven ability to interact with a wide array of stakeholders, including but not limited to: parents, donors, teachers, prospective students and media representatives.
- Experience with fundraising, foundation and corporate donor relations.
- Event-planning experience.
- Marketing and design; web design skills a plus.
- Knowledge and skills with computer and Microsoft products, including Excel and Word, desktop publishing software, and fundraising database software.
- Ability to work independently and take initiative on projects.
- Adaptability to flexible working hours, including evening and/ or occasional weekend hours.
- Experience with elementary education and school environments a plus.

RESPONSIBILITIES

- Oversee the marketing, development and public relations activities of the Manchester Academic Charter School.
- Work in close collaboration with the CEO and Deputy CEO to create and implement a comprehensive development strategy to increase individual giving, foundation and corporate support.
- Take a leadership role in the marketing and branding of the school.
- Communicate regularly with members of the press and media.
- Work with members of the School's Board of Trustees to set and meet annual fundraising goals.
- Establish an alumni relations program.
- Preparation of marketing, communication and fundraising materials, including:
 - newsletters (including e-newsletter)
 - invitations and brochures
 - media releases
 - annual appeal letters
 - event promotions

- Attend meetings and outreach events representing the school.
- Manage content for school website.

The Manchester Academic Charter School offers a competitive salary and benefits package commensurate with experience.

TO APPLY

Individuals wishing to discretely discuss this role may contact Michelle Heck, Dewey & Kaye at mheck@deweykaye.com. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to:

resumes@deweykaye.com. Please reference the following in the subject line of your email:

Director of External Affairs, Manchester (#172-MH687)

Candidates must submit materials no later than Friday, August 6th. *If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.*