FOUNDING DEVELOPMENT ASSOCIATE

About Us
Alexander Twilight Academy (ATA) is a 5th-8th grade tuition-free, independent school serving students from under-resourced backgrounds in Boston. Named after the first Black American to graduate from college in the United States, Alexander Twilight Academy provides students with the highest quality educational and life-enriching opportunities, regardless of family income or circumstance.

Through a holistic curriculum of student-centered academics and leadership development, ATA empowers students to thrive in all educational settings and pursue lives of passion and purpose. Alexander Twilight Academy develops leaders who will change the world.

About the Opportunity
We are looking for a founding Development Associate to launch a new, innovative, mission-driven school in the fall of 2020. As we prepare to open our doors next fall, the founding Development Associate will be instrumental in constructing the financial foundation of Alexander Twilight Academy. Reporting to the Head of School, the Development Associate will be responsible for identifying, cultivating, and securing gifts to adequately meet the funding needs of the school. The ideal candidate would be able start as soon as possible, but we are flexible with the work schedule and start date for the right person.

About You
- You are firmly committed to educational access, equity, social justice, and ATA’s mission and vision.
- You are an artful storyteller and a highly-skilled verbal and written communicator.
- You have extremely high EQ and are a thoughtful and engaged listener who is able to tailor conversations to the interests and proclivities of those you are meeting.
- You are scrappy, creative and take proactive steps to make improvements and/or solve problems.
- You lead by example and you can connect with people from a variety of different backgrounds.
- You are receptive to feedback and focused on personal growth and development.
- You have a proven track record of establishing, managing, and maintaining long-term relationships with donors.
About the Role
As the Development Associate, you will be responsible for working with the Head of School to manage all development activities at ATA, including:

- Partnering closely with the Director of Operations and Finance to set annual fundraising goals
- Developing and implementing Alexander Twilight Academy’s annual fundraising plan and targets with the Head of School
- Securing financial support from individuals, foundations, and corporations
- Researching and applying for educational grants that align with ATA’s vision and mission
- Building and maintaining ongoing relationships with both current and potential donors
- Overseeing fundraising event calendar, including event execution and management
- Developing and tracking proposals and reports for all foundation and corporate fundraising
- Facilitating campus tours for prospective donors
- Developing and supporting ATA’s Board
- Creating marketing materials selling the mission and vision of ATA and the importance and impact of philanthropy at ATA
- Creating materials to update the donor community on ATA news and progress

Qualifications
- Bachelor’s Degree required
- At least two years of development-related experience
- Experience at a non-profit or school is preferred

How to Apply
Please send your resume and cover letter to jobs@alexandertwilightacademy.org.