



Job Title: Development Coordinator

Department: Teach One Academy & Learning Center

Reports To: Development Director

Hours: Full Time, evening and weekend hours as needed

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

The Development Coordinator will provide support to the Development Director with all aspects of organizational fundraising and in preparation and distribution of assigned communications. The Development Coordinator provides support to all activities related to fundraising, special events, and marketing/social media. She or he also manages effective systems and processes for accurate record keeping, reporting and data analysis.

Essential Functions:

- Conduct research of government, foundation, and corporate grant makers both local and national to identify funding opportunities in line with Teach One Academy & Learning Center strategic program goals and priorities;
- Develop grant proposals to private and public funding sources;
- Submit grant proposals with all required documentation;
- Ensure on-time delivery of all grant and report submissions;
- Compile necessary progress reports and updates from program and finance staff;
- Develop grant reports for all outstanding grants;
- Maintain grant files and grant calendar;
- Process and acknowledge donor gifts, as well as maintains accurate donor records in the gift database;
- Prepares weekly and ongoing reports and donor lists for the Development Director;
- Administrative support for the development department and will provide support for all special events and maintain the development calendar including deadlines, mailings, meetings, etc;
- Coordinate robust foundation and government grants program, including preparing proposals/reports, gathering required materials, and submitting grants by deadlines;
- Research potential prospects and maintain categorized lists of potential supporters;
- Organize and actively participate in volunteer and donor stewardship and cultivation efforts/events, including marketing and social media efforts;

Each One...Reach One...Teach One

P.O. Box 1482, Lithonia, GA 30058 ~ Phone (678) 629-7493 ~ Fax (866) 899-8763

Teachoneacademy6@gmail.com ~ www.teachoneacademy.org



Position Requirements:

- Bachelor's Degree required in Communication, Education, Non-profit Administration, Social Work or related field preferred
- 2-4 years of experience in fundraising for non-profit organizations, experience with Atlanta philanthropic community, prior marketing support and grant writing experience
- Demonstrated success in grant proposal writing, including state and federal grants, preferably in employment, human service or educational setting
- Outstanding research, analytical and writing skills
- Excellent customer service and relationship management skills
- Excellent interpersonal and communication skills patience, diplomacy, and tact
- Excellent organizational skills with attention to detail, accuracy, and ability to meet deadlines and objectives
- Computer proficiency in MS Office Suite (Excel, PowerPoint, Word) or similar programs, Raiser's Edge, grant prospecting databases, and relational databases, and Internet research abilities

Apply:

Please submit your resume, cover letter, and salary requirements to careers@teachoneacademy.org. Include Development Coordinator in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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