



Development and Communications Manager

About The Fishing School: Founded in 1990 by former DC police officer Tom Lewis, The Fishing School (TFS) is a nationally recognized youth development organization. The Fishing School prepares elementary and middle school students for success in high school and life by improving their academic performance and life skills; and engaging them and their parents in intensive, multi-year, and research-based out of school time and parent engagement programs and activities. TFS operates academic-focused out of school time programs for over 400 students daily.

TFS seeks a dynamic, mission driven, multi-talented individual to join our team. This position requires extraordinary written and verbal communication skills; strong interpersonal communication skills; excellent tactics and strategies for organizing and implementing special projects; ability to multi-task while maintaining attention to detail; an entrepreneurial approach to developing funding solutions and communication resources.

Responsibilities:

Development

- Execute email and direct mail appeals
- Develop and manage individual giving circles (i.e. Young Professionals, Public Safety, Faith-based, Parents, Alumni)
- Develop and manage memorial funds
- Develop and manage corporate partnerships
- Develop and manage affinity programs and celebrity partnerships
- Oversee online “giving days” and monetize social media assets
- Prepare partner and donor presentations and proposals

Communications

- Manage communications related to all components of TFS’ fundraising plan
- Update and manage website, social media, and electronic marketing
- Develop high quality marketing and communication collateral for use with multiple stakeholder groups
- Manage implementation of TFS’s communication and marketing plans

Additional Qualifications:

A minimum of three years of progressive experience in the development and communication field required. Candidates must be organized, creative, and enthusiastic about joining an organization in a pivotal period of growth. Candidates must have demonstrated project management experience, experience in web communications, layout, and social media (including Facebook, Twitter and LinkedIn). Having proficiency in Adobe InDesign and other Creative Suite software a plus. Familiarity with Raiser’s Edge needed. Bachelor’s degree from an accredited college or university is required.

How to Apply: Interested applicants must submit a cover letter outlining their interest in the position, a current resume, and two writing or graphics samples to jobs@fishingschool.org. ***The Fishing School will not consider incomplete applications. No phone calls please.***