



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 public school 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; world-class 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

- Partner with the Executive Director to staff the Board of Directors and the Executive Leadership Council
- Develop and manage individual giving networks (i.e. Young Professionals Network, Public Safety Network, Faith-based Network, Parent Network, Alumni Network)
- Develop and manage memorial funds
- Develop and manage corporate partnerships
- Partner with the Executive Director to develop and manage affinity programs and celebrity partnerships
- Coordinate online “giving days” and monetize social media assets
- Support planning of an annual special event
- Prepare partner and donor presentations and proposals
- Execute email and direct mail appeals

Communications

- 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 plan

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.