

Business and Community Development Manager Job Description

Responsibilities:

- Develop, plan, and implement monthly events to engage the community and promote our organization's mission.
- Create and manage a monthly newsletter to keep stakeholders informed about upcoming events, achievements, and updates.
- Upload blogs and other content to our website to showcase our work and engage with our audience.
- Write grant proposals and manage the grant application process to secure funding for our programs and initiatives.
- Serve as a substitute teacher as needed to support our educational programs and initiatives.
- Plan and execute fundraising events to generate revenue and support our organization's financial sustainability.
- Conduct surveys among parents, teachers, and students to gather feedback and improve our programs and services.
- Make prospective donor calls and maintain relationships with existing donors to secure financial support for our organization.
- Brainstorm, solicit, and schedule audiences for presentations to raise awareness about our organization and its impact.
- Create and schedule all social media content to engage our online community and promote our events and initiatives.
- Review and analyze website analytics to track performance and make data-driven decisions to improve our online presence.
- Develop and implement a marketing plan to promote our organization and attract new supporters and stakeholders.
- Create and maintain an internal resource tree to streamline communication and access to important resources and information.
- Work closely with the Board of Directors on employee contracts, human resource concerns, payroll, leasing, building management, and financial management.
- Coordinate with our accountant on matters such as accounts receivable, invoice setup, and budget reviews.
- Assist in the preparation and review of the annual Form 990 with our accountant to ensure compliance with regulatory requirements.

Candidate Qualifications:

- Experience or bachelor's degree in business, marketing, or a related field.
- Proven experience in business and community development, fundraising, grant writing, and event planning.
- Strong project management skills with the ability to manage multiple tasks and deadlines effectively.
- Excellent communication, interpersonal, and negotiation skills.
- Proficiency in social media management, website analytics, and marketing strategies.
- Knowledge of financial management, budgeting, and accounting principles.
- Experience working with boards of directors and nonprofit organizations is a plus.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Commitment to our organization's mission and values.