

POSITION

Senior Manager, Development and Communications

POSITION SUMMARY

The Community Training and Assistance Center (CTAC) is looking for a talented professional to spearhead development and communications efforts. The successful candidate will serve as the lead writer in CTAC's proposal development process and will work with senior staff to research and cultivate relationships with funders. The Senior Manager will also assist in developing and implementing a communications strategy targeting policy makers, funders, client groups, and the media.

This senior level position requires expertise in communications and education fundraising, exceptional writing and inter-personal skills, proficiency with technology including digital and social media, and the demonstrated ability to work well in a diverse team environment.

MAJOR RESPONSIBILITIES

- Participate in ongoing strategic planning with executive and senior program staff.
- Serve as lead writer of proposals.
- Research and analyze potential funders and income-generating opportunities. Cultivate relationships with current and potential funders.
- Design, write and edit professional materials in a clear, concise and compelling manner. Materials for key audiences include proposals, reports, blog posts, presentations, website content, and other mixed media materials.
- Collaborate with program staff to develop engaging content for e-newsletters, blogs and other social media posts.
- Post and monitor content on social media accounts to maintain an active, engaged social media presence.

QUALIFICATIONS

- Demonstrated expertise in communications and education fundraising, preferably on a national level.
- Superior ability to write clearly, professionally, and persuasively. Proof reading and editing skills are essential.
- Proven success in raising funds from public and private sector philanthropic institutions.
- Ability to effectively and efficiently write high quality grant proposals and reports.
- Outstanding organizational skills, including the ability to advance several projects simultaneously

- Ability to work professionally in a fast-paced environment to meet tight deadlines.
- Must be creative, detail oriented, and conscientious.
- Ability to work independently and collaboratively with diverse senior level staff.
- Knowledge of and passion for the field of public education.
- Proficiency with relevant technology such as Microsoft Office, Adobe Creative Suite, WordPress or a similar platform, video production and editing software, social media platforms, internet tools, maintaining a comprehensive database and analyzing donor/grantor data.
- Skilled follower of social media trends and news, with experience growing and engaging audiences of social media platforms.
- Must have a sense of humor.

APPLICATION PROCESS

Please send resume, cover letter with salary requirements, and two writing samples to: Cathi Leone, Director, Finance and Management Systems, Community Training & Assistance Center, 30 Winter Street, 7th Floor, Boston, MA 02108, or to cleone@ctacusa.com.

CTAC is an equal opportunity employer and state-certified minority non-profit organization. Bilingual, minority and women candidates are encouraged to apply.

ORGANIZATION DESCRIPTION

The Community Training and Assistance Center (CTAC) is a national nonprofit organization with a demonstrated 39-year track record of success in the fields of education and community development. CTAC focuses on addressing the root causes of poverty and social inequity. Working at local, state, and national levels, CTAC assists organizations to achieve significant, long-term improvements in areas such as student achievement, educator effectiveness, and community capacity.

CTAC's services include:

Technical Assistance: CTAC provides customized onsite and virtual assistance to develop leadership, planning and managerial capacity.

Research and Evaluation: CTAC believes evidence-based strategies are key to achieving lasting change and conducts tailored research to improve practices and inform policy decisions.

Public Policy: Real change often involves advancing public policy at the local, state or national level. CTAC leads the way—examining, framing, and informing public policy improvements in partnership with educators and community leaders.

For additional information regarding this position and CTAC, please visit www.ctacusa.com.