



Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

Title: Development Manager

Supervisor: Director of Development

Department: District

Classification: Exempt

Contract Length: Year-Round (260 Days)

Founded in 2000, the Milwaukee Academy of Science (MAS) is a K4-12th grade independent charter school serving over 1,300 scholars. The mission of MAS is to graduate students prepared to compete successfully at the post-secondary level. African American students comprise 99% of the student body and over 95% of students qualify as economically disadvantaged. Regardless of student background and external factors, MAS maintains the expectation that with the support of our school community all students can and will learn, and will graduate high school prepared for their post-secondary educational experience.

Job Summary:

The Development Manager reports to the Director of Development and works to manage all aspects of the development team's efforts to secure resources for the school. This person will support the overall development strategy and day-to-day needs of the development department. The right candidate will have experience in event planning, project management, communications & marketing, public relations, and fundraising. This person should be able to stay organized while juggling many projects, while also taking initiative to move projects forward and meet deadlines.

I. Position Relationships:

Reports to: Director of Development

Coordinates with: Development team, Business Office, administrators

II. Position Responsibilities:

Donor & Development Strategy

- Carry out strategic development initiatives and determine key tactics to ensure Milwaukee Academy of Science meets annual and long-term fundraising goals
- Conduct ongoing research to identify new donor prospects
- Manage existing foundation and individual donor relationships
- Prepare and present data and other information to key stakeholders and Board of Directors board member engagement in fundraising and other development work



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- Manage the execution of MAS's fundraising calendar, including dates for solicitations, proposals, reports, activities and events

Grant Writing & Reporting

- Assist with writing grant applications and overall successful implementation of grants received
- Manage grant activities to ensure that measurable goals are met and reports and funder updates are prepared in a timely fashion

Donor Communications & School Marketing

- Prepare annual reports and related materials regularly shared with donors, as well as materials for use in external development meetings
- Coordinate donor mailings, annual report, annual appeal, and produce other high- quality written communications
- Coordinate features of funders, donors, partners, etc. in external communications
- Support the school's strategic communications, marketing, and public relations activities

Donor Relations, Events & Data Management

- Ensure timely and accurate gift accounting and acknowledgments, donor database accuracy, and analysis that delivers actionable insights regarding fundraising progress to goal; create reports to guide team actions
- Manage tour preparation for prospective donors
- Plan and execute key annual fundraising events including, but not limited to, an annual gala, golf outing, and small-group donor receptions
- Manage online giving platforms, revenue coding, donation imports, and silent auction platform for events
- Support the management of the donor database
- Support donor acknowledgment process

III. Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The candidate must be mission-driven, demonstrate the highest integrity, and have an asset-based mindset about Milwaukee and its community
- Bachelor's Degree or equivalent required
- At least three (3) years of progressively responsible experience in similar or related roles
- Highly confidential and professional in all aspects of professional interactions



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- Must, at all times, possess a valid Wisconsin driver's license and have access to a vehicle which she/he can use during the workday for job responsibilities which require local travel.

IV. Benefits

- Paid time off
- 403(b) matching
- Health insurance
- Health savings account
- Vision insurance
- Dental insurance
- Life insurance
- Short Term Disability
- Long Term Disability
- Employee assistance program

Schedule:

- 8 hour shift
- Monday to Friday

COVID-19 considerations: It is currently optional for students, teachers and staff wear masks for their protection. Regular community and school assessments showing COVID data is the basis for any changes in this policy.