



Amana Academy is seeking crew members with a sense of adventure and curiosity to work in a diverse, supportive and collaborative environment with a “We are Crew” mindset. Established in 2005, our demonstrated track record of empowering students to do more than they think possible has resulted in Amana being among the most well-regarded public charter schools in the state of Georgia.

We use the Harvard-based [EL Education](#) model as the foundation for our cross-curricular STEM program powered by design thinking. EL provides a holistic framework for measuring student success, placing as much emphasis on character development and quality craftsmanship as it does on academic achievement.

Our flagship campus is located in Alpharetta and is authorized by Fulton County Schools and the Georgia Department of Education. It is open to students in grades K-8 who reside in the Fulton County Schools district. Our West Atlanta campus, opened in August 2022, is located in Mableton and is authorized by the State Charter Schools Commission. It serves students in grades K-4 residing in the state of Georgia, and is planned to expand each year. Both campuses are tuition-free.

**AMANA ACADEMY, INC.  
JOB DESCRIPTION**

**Job Location:** Amana Academy - Alpharetta Campus  
**Job Title:** Community Engagement Manager  
**Department:** Network Office  
**Reports To:** Executive Director or Appropriate Designee  
**Status:** Full Time Exempt  
**Work Schedule:** 235 Workdays  
**Start Date:** TBD

**DOING WORK THAT MATTERS**

As a member of the central office team and in partnership with the Executive Director, the Community Engagement Manager is directly responsible for the development and successful implementation of the annual development plan. This includes cultivating and maintaining relationships with new and existing donors, researching and overseeing the grant process, managing volunteer events and creating a culture of philanthropy to support the mission.

## ESSENTIAL DUTIES

### Community & Donor Engagement:

- Recruit, cultivate, and solicit major gift prospects and donors, and steward current relationships
- Cultivate and maintain ongoing relationships with major donors
- Identify, qualify, and prioritize potential funders for specific educational initiatives, community events, and school programs
- Oversee the fulfillment process including special letters, gift acknowledgements, and other communications with major gift donors
- Oversee grant process from inquiry to fulfillment to include research and proposal writing
- Oversee the planning, and coordination of all special fundraising events, member/donor events, and community events including contracts, budgets, all event details, follow-up, and fulfillment
- Oversees select school events which involve the external and internal stakeholders and promote the school within the community
- Supply marketing staff with a promotional plan that includes the design, projects, deadlines, and copy for special fundraising events and member/donor events
- In cooperation with the Marketing team coordinate print, web, and social media to promote Amana Academy and its work to external audiences
- Manage Annual “Beautiful Spaces” campaign implementation

### Volunteer Management:

- Recruit volunteers to support Amana events
- Build corporate relationships for ongoing support of Amana
- Manage Volunteer Appreciation breakfast or events
- Support parent volunteer opportunities at school

### Administrative:

- Generate analysis and recommendations by using development database and other data sources
- Oversee the data management and the accuracy of the system
- Prepare accurate project budgets and forecasts

## ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned by the appropriate administrator

## WHAT YOU NEED TO SUCCEED (MINIMUM QUALIFICATIONS)

### Skills & Abilities:

- Demonstrated success in establishing development management of a non-profit organization
- Demonstrated success in grant acquisition and meeting annual fund goals
- Demonstrated success in working as a member of a team and developing effective working relationships with Board members, staff, volunteers, the community, and donors
- Commitment to professional ethics in working with confidential donor information
- Comfort with the ability to respond adeptly to rapidly changing priorities, and ability to work well under pressure
- Detail oriented and organized, with the strong ability to successfully multitask as necessary
- Experience with creating and implementing marketing campaigns for fundraising
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines with the ability to plan, prioritize, coordinate, and manage own work
- Ability to inspire, train, motivate and supervise staff members and volunteers

### Education & Experience:

- Bachelor's Degree or beyond from a regionally accredited university required

- Minimum 3 years of professional experience in grant writing, fundraising, individual donor, and/or fund development experience required

**Additional Essential Requirements:**

- Integrity – Think and act ethically and honestly. Take responsibility for his/her actions.
- Stakeholder Orientation – View the organization through the eyes of the stakeholders.
- Team Player – Support the larger organizational and team agendas more than personal goals.
- Communicativeness – Actively and openly seek and share information.
- Self-Objectivity – Know personal strengths and limitations and work towards improving self.
- Positive Impact – Make a positive impression; be optimistic and enthusiastic; energize others.
- Drive/Energy – Be passionate about the work; continue to produce in exhausting circumstances.
- Problem Solving & Decision Making – Be resourceful in finding ways to improve things

**ENVIRONMENT**

- **Working Conditions for Amana’s Alpharetta campus:**
  - Amana’s flagship campus is located in a renovated shopping plaza, minutes from Alpharetta City Center and City Hall
  - The building sits adjacent to 92-acre Wills Park, and teachers are expected to integrate this beautiful resource into daily activities, classroom instruction and expedition work where possible. Amenities include:
    - Walking Trails
    - An outdoor classroom
    - Playgrounds and fields for recess
    - Public art displays
  - Staff must be comfortable teaching and leading students in both an indoor and outdoor setting.
  - Staff must possess and demonstrate an innate comfort with flexibility and being able to adapt to new circumstances.
- **Physical Demands:**
  - Ability to lift and carry 30-50 pounds with assistance
  - Ability to push or pull a maximum of 50 pounds
  - May require stooping or crouching

**APPLICATION INSTRUCTIONS:** IMPORTANT: Please follow this format for efficient consideration.

1. Email [jobs@amanaacademy.org](mailto:jobs@amanaacademy.org) Be sure to put your LAST NAME and TEACHING POSITION you are applying for in the Subject line; eg, “Smith Elementary Classroom Teacher”
2. In the cover letter, indicate how your past experiences connect with EL Education principles ([eleducation.org](http://eleducation.org)) and the Amana vision, mission and guiding principles (<https://amanaacademy.org/about/vision-mission/>).
3. Attach your current resume.

*Amana Academy is an equal opportunity employer. Amana Academy does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.*