



DIRECTOR OF DEVELOPMENT - AMANA ACADEMY

- **Employer/School Name:** Amana Academy
- **Position Available:** Director of Development (235 Days)
- **Reports to:** Executive Director
- **Status:** Full Time Exempt
- **Date Posted:** May 2024
- **Date to Remove:** Until Filled
- **Start Date:** Immediate

Job Description:

The primary role of the Coordinator of Grant Development is to generate financial investments by cultivating relationships with corporate and private foundations

Responsibilities/Duties:

- Develops and implements strategies to identify key funding partners
- Builds and maintains relationships within local and national philanthropic communities in the pursuit of opportunities
- Develops and submits competitive grants in collaboration with school leaders
- Works collaboratively with the school community to identify and approach funders
- Responsible for internal annual fundraising effort
- Submits grant reports and proposal updates to school leadership regularly
- Collaborates with internal and external partners in the field to stay informed - identifies process improvement opportunities
- Coordinates grant development and grant management issues with key leadership to integrate marketing, budgeting, communications, etc.
- Develops partner agreements to be reviewed by Executive Director, Charter Liaisons, Legal Counseling and other necessary partners.
- Manages Request for ongoing renewal qualifications with grant partners
- Updates Grant and Fundraising school communication and websites
- Manages the Grant Development budget

Job Qualifications/Experience/Education

- **Education:** Bachelor's Degree in a related field is required, Master's degree preferred.
- **Certification/Licensure:** None required.
- **Experience:** Minimum of 3 years' experience developing competitive grants for public and/or private grant-makers or other relevant experience required; Previous experience developing grants to support public education and/or community programs for children and youth preferred; Previous experience successfully submitting grants to public and/or private funders including corporate and family foundations as demonstrated by grant dollars received preferred
- **Knowledge/Skills/Abilities:**
 - Knowledge of major grant-makers in public educations
 - Knowledge of and relationships with grant-makers focused in the metropolitan Atlanta area
 - Demonstrated ability to work collaboratively with colleagues and community organizations toward tangible results
 - Ability to integrate information and data from multiple sources, maintain records and documents electronically in an orderly fashion, and monitor multiple projects simultaneously
 - Ability to supervise and work effectively with departmental personnel



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- Good decision-making and problem solving skills
- Ability to develop, implement, monitor, and evaluate program goals and initiatives
- Excellent organizational and leadership skills
- Excellent communication skills both written and verbal

Working Conditions: Normal office and school environment

Physical Demands: Routine physical activity associated with normal office and school environment

Application Process

IMPORTANT: Please follow this format for efficient consideration.

1. Email jobs@amanaacademy.org Be sure to put your LAST NAME and POSITION you are applying for in the Subject line; eg, "Smith - West Atlanta Principal".
2. Attach your current resume.

For more information, please visit our web site at www.amanaacademy.org.

School Contact Info

jobs@amanaacademy.org

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