CONTACT INFORMATION
Whitney Williams
Development Manager
Please submit current resume, and cover letter to wwilliams@edbirmingham.org

TIMELINE
Hiring for July 2017

ORGANIZATION DESCRIPTION
The Birmingham Education Foundation (Ed) is a non-profit 501(c)3 dedicating to increasing the number of students in Birmingham City Schools that are on the path to college, career, and life readiness – and we believe this is only possible through cultivating and connecting a diverse network of people who demand excellence for students and encourage others to do the same. This is what we call the Ed Network, a collective of people who come together with the shared-purpose of supporting students in Birmingham City Schools. As part of the Network, Ed facilitates direct college- and career-readiness programming for BCS students – including college tours, visits to local businesses, internships, mock-interviews, and shark-tank-style pitch competitions – for nearly 4,000 students every year.

JOB DESCRIPTION
The Development & Communications Specialist (DCS) is a full-time position that will work with the Development Director and Executive Director in the implementation and facilitation of Ed’s fundraising and communication strategy. Day to day, the DCS will maintain the internal infrastructure necessary to achieve our goals and be sustainable in the future.

ESSENTIAL JOB FUNCTIONS
A typical day-in-the-life of the DCS may include the following activities:

• Being primarily responsible for the majority of local grants to foundations and corporations
• Working with the Development Director and Executive Director to identify, research and write state and federal grants
• Updating our database with key information on investors and potential investors
• Researching local, state, and national opportunities to support our fundraising activities
• Creating and maintaining a yearly calendar related to key fundraising milestones
• Supporting the Development Director in developing and enacting our communications strategy including updating social media and developing marketing materials
• Working with the Development Director on planning and executive events including key campaigns
• Developing and maintaining relationships with students, educators, schools, community residents, and partners
• Participating in team and program events including bi-weekly team meetings, weekly check-ins, and various program events throughout the year
KEY CHARACTERISTICS
Being a part of the Ed team means being a good listener and collaborator, one who can work in diverse settings and with diverse populations. A successful team member:

- Is coachable, including taking and receiving actionable feedback
- Is very organized and has the ability to create and work within organizational systems
- Has the ability to adapt to changing circumstances and goals
- Is a self-starter, is organized in his/her work, and produces a high quality product
- Has the ability to effectively execute against an established plan or protocol
- Can work well in teams and with diverse populations
- Has a strong orientation toward listening to and working with the community
- Is a critical thinker, takes calculated risks, and asks good questions
- Has a positive outlook on the changing landscape of urban education
- Assumes the best in people
- Shares our sense of urgency in improving education for underserved populations
- Believes in the equality of education for all students

QUALIFICATIONS
At minimum, candidates should demonstrate/possess:

- Bachelors degree or equivalent experience preferred
- Experience in fundraising and/or communications preferred
- Proficiency in Microsoft Office (esp. MS Word, Powerpoint, and Excel) and Google Drive, and the ability to learn other systems quickly
- Proficiency in utilizing social media
- Sophisticated written and oral communication skills
- Valid driver's license and reliable transportation
- Experience working with human service agencies, education institutions, families and youth preferred

**This position will require you to be screened via the Criminal Justice Information Service (CJIS)**

PERKS
At Ed, we are proud to have a team and working culture that empowers each member to be a part of change in the Birmingham community and to pursue their own personal and career aspirations while being fully supported by management. With Ed, you will get the opportunity to help grow a budding organization; interface with a diverse group of community members, including school staff, students, corporate executives, young professionals, higher-education institutions, and city leaders; receive training and individualized professional and personal development from a supportive Ed team and local network of community partners; and participate in fun community events.

COMPENSATION
Competitive $38K-$40K salary and benefits package commensurate with education, experience, and qualifications.

INTERVIEW PROCESS
Candidates may be asked to complete a multi-step process that includes a design activity and panel interview.