



DIRECTOR, DEVELOPMENT AND COMMUNICATIONS

ORGANIZATIONAL OVERVIEW

CityBridge Education is a Washington, D.C.-based nonprofit whose mission is to advance equity and opportunity for children. We do that by reimagining public education, operating as an **early-stage incubator of the people, ideas, and conversations needed for equity-centered innovation in D.C.'s public schools**. We identify the talented leaders and school designers who can solve for the educational needs and challenges of D.C. families, deploying particular effort to recruiting leaders of color. We then incubate and invest in the best of their ideas and, together, bring to market the next generation of transformational public schooling.

POSITION SUMMARY

The Development & Communications Director is a driving force behind CityBridge's fundraising and external communications, helping build and grow the strategy for each. Working in close collaboration with the Senior Director, Development & Communications, the Director will support our fundraising efforts to: identify new funding sources, cultivate potential donors and partners, design new fundraising initiatives and activities, and manage relationships, communications, and reporting to funders. The Director will also play a lead role in developing CityBridge's communications strategy, building awareness of CityBridge's brand as an incubator and finding compelling ways to tell the story of our work and our portfolio—through marketing and fundraising materials, social media channels, and new modes of disseminating information.

The Director reports to the Senior Director, Development and Communications.

PRIMARY RESPONSIBILITIES

- **Help drive CityBridge's revenue generation engine:** Support CityBridge's development efforts by creating new strategies and activities to attract funding for CityBridge's work, identifying and researching prospective funders, collaborating on and editing grant applications, and supporting investor relations through regular communications and grant reporting.
- **Manage CityBridge communications strategy:** Level-up CityBridge's external communications by helping articulate communications goals and organizational messages; writing and designing marketing and fundraising materials; strategizing new ways to tell the CityBridge story (and the

stories of the entrepreneurs in our portfolio) and share important information, data, and updates; and building a strategy for—and managing—CityBridge’s social media channels and website.

QUALIFICATIONS AND SKILLS

- Deep commitment to achieving racial equity and belief in the promise inherent in all children
- Minimum of five years work experience preferred
- Highly organized, self-directed, and detail-oriented
- Skilled project-manager with a track record of successfully managing numerous projects at once while attending acutely to detail
- Excellent writing and meticulous editing skills
- Creative, with an eye for appealing aesthetics
- Graphic design experience, including a working familiarity with design programs such as Adobe Photoshop, InDesign, and Illustrator
- Experience with web design and electronic communications, including the use of website management programs such as Wordpress and electronic communications tools such as MailChimp
- Fluency in social media channels including Twitter, LinkedIn, Facebook, and Instagram
- Development and/or communications experience is preferred
- Comfort working in a nimble organization that is committed to constantly learning and evolving; desire to work in fast-paced, forward-looking nonprofit environment

BENEFITS AND SALARY

Salary for this position is competitive, and a comprehensive benefits package is included.

APPLY

Interested candidates should submit a resume and cover letter to Jen Davis at jdavis@citybridge.org. Applications will be accepted on a rolling basis, with the goal of bringing on this new team member in early fall, 2019.

CityBridge Education is an Equal Opportunity Employer.