



Job Announcement: Development and Communications Specialist

The mission of Explorer West Middle School is to empower young people to explore and grow their unique intellectual, ethical, and creative capabilities, and to treasure diversity and growth in others. We offer rigorous academics and a diverse range of enrichment programs in a small, vibrant learning environment. Explorer West opened in 1996 and today enrolls 107 students in the 6th, 7th, and 8th grades. The annual school budget totals \$2.4M. Located in West Seattle, the school's robust academic, art, and outdoor education programs inspire adolescents to learn how they can positively impact their environment and community. Explorer West graduates become adventurous and confident leaders who flourish, both academically and socially, wherever they go. We are seeking a Development and Communications Specialist to join our administrative team to help bring the Explorer West mission to life by enhancing the School's annual fundraising activities, and leading our marketing and communications efforts.

Our small administrative team works closely with one another to support all aspects of school programming and operations. The new position of Development and Communications Specialist represents an opportunity to have an impact across the organization. The Specialist will report to the Head of School, and will also closely support the Director of Admission and Community Engagement, and the Director of Finance and Operations. The person in this position will partner with the administrative team to produce effective school-wide communication around all marketing, admissions, fundraising, and community engagement initiatives, and will take the lead on planning some school-wide events. They will also be responsible for accurate gift processing and acknowledgment.

This is a full-time role. Occasional presence for evening or weekend events will be required.

General Responsibilities

- Participate in the daily life of the school; engage with students, families, faculty, and staff in a number of ways.
- Build relationships with students, families, and all community stakeholders to advance the school's mission and goals around program, enrollment management, and philanthropy.
- Coordinate and manage some on- and off-campus special events.
- Be an integral part of office operations, including providing back-up support at the Front Desk when needed.
- Recruit, guide, and support volunteers engaged in school activities and events.

Communications and Marketing Responsibilities

- Produce and distribute weekly digital bulletin to community members.
- Manage production of print and electronic marketing materials.
- Manage the school website.
- Manage school photos and videos, including taking and organizing photos for use in school materials.
- Monitor and create social media communications.

Development Responsibilities

- Support the cultivation, solicitation, recognition, and stewardship plans for individual, corporate, and foundation donors.
- Act as Project Manager for our Annual Fund and related events as appropriate.

- Perform prompt gift entry, tracking, and acknowledgement of gifts and pledges, including corporate matching and in-kind gifts.
- Coordinate grant opportunities, including research and grant applications.

Qualifications

- Strong support for the Explorer West mission and program, and a demonstrated ability to embody the values that define our school culture: **personal and community responsibility, integrity, creativity and inquiry, confidence, and respect;**
- A warm and engaging personality, an appreciation for (and delight in working in a school environment with) 11- through 14-year-olds, cultural competence, and the ability and desire to connect with all members of a diverse community;
- Associate's or Bachelor's degree (or equivalent experience) with at least two years work experience, non-profit and/or independent school experience preferred;
- Excellent written and verbal communication skills;
- Proficient with standard office software and web-based applications and platforms;
- Familiarity with database management, including querying and reporting from relational databases;
- Extremely organized with a close attention to detail;
- Ability to handle multiple priorities, remain flexible and respectful, take initiative, maintain regular attendance, and be dependable.
- Special consideration given to candidates with photography, video, website, and/or graphic design skills and experience.

Compensation

Salary range: \$66,000 to \$72,000, depending on education and experience.

Excellent benefit package including retirement, medical, dental, vision, and life insurance. Generous time off during school breaks.

Please submit a cover letter and resume via email only with the subject line, "Development and Communications Specialist" to employment@explorer-west.org. PDF format is preferred.

Learn more about Explorer West Middle School: explorer-west.org

Explorer West Middle School does not discriminate on any basis that is protected under federal, state, or municipal law. This policy applies to all areas of student and family concerns (admissions, athletics, educational policies, financial aid, and other school-administered programs) and all areas of employee and volunteer concerns. Explorer West is an Equal Opportunity Employer (EOE).