

DEVELOPMENT MANAGER JOB DESCRIPTION

Transfiguration School is seeking an experienced development manager to support the work of the Director of Development. As a member of the Development & Alumni Office, the incumbent is expected to assist in all areas of fundraising, marketing and communication.

Long known as the 'immigrant school', Transfiguration School has been providing educational excellence to successive waves of immigrants and their children since 1832. Located in Lower Manhattan, Transfiguration nurtures the mind, body and spirit in a family-centered environment to develop thoughtful and responsible learners. The school was recognized nationally as a Blue Ribbon school in 2011.

Specific Responsibilities:

- Provide administrative support and assist with the operation of the development office
- Manage and produce annual special events that include one golf tournament, black-tie gala and an informal dinner.
- Manage campaigns and direct mail solicitations year round.
- Grant writing, research and budgeting.
- Liaison with various constituencies in the school and community at large.
- Manage marketing and communication tools that include social media, website and all print materials.
- Work on special projects with students as required.
- Build Salesforce CRM

Candidate Profile – This position requires:

- At least 4 years of fundraising and marketing, proven track record within a development office
- Solid special events management and production experience

TRANSFIGURATION
SCHOOL

NATIONAL BLUE RIBBON SCHOOL 2011



Transfiguration School

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www.transfigurationschoolnyc.org

- Proven marketing and branding experience that includes social media and print production with a critical eye for design
- A demonstrated ability to negotiate complex situations with a high level of diplomacy
- Must work well with children (PreK-8)
- A self-starter and strategic thinker who can work independently and in rapidly changing situations
- A Bachelor's degree; Master's preferred

Please submit cover letter and CV with "Development Manager" on the subject line to:

Dr. Patrick Taharally

ptaharally@transfigurationschoolnyc.org

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