



Position Description

Development Coordinator and Administration

Overview: Thurgood Marshall Academy (TMA) is a public, nonprofit, law-themed charter school in the District of Columbia that prepares an enrollment of over 350 students in grades 9-12 to succeed in college and to actively engage in our democratic society. Applicants can learn more about Thurgood Marshall Academy by visiting the school's website: www.thurgoodmarshallacademy.org.

TMA seeks a Development Coordinator and Administrator to provide administrative, operational, fundraising, and project management expertise in support of the school's fundraising and communications efforts. The position directly reports to the Director of Development and Communications.

Duties and Responsibilities: The Development Coordinator and Administration oversees the Development Department's fundraising operations, ensuring that support systems and processes are optimized to advance fundraising and communications goals. Specific responsibilities include:

Development Operations and Administration- 50%

- Ensure fundraising platforms (DonorPerfect), systems, and Social Media platforms are optimized and functioning properly.
- Evaluate processes and recommend improvements as needed to streamline efficiency and ensure accuracy.
- Implement policies and procedures to improve sustainability, scale institutional and individual giving programs, and support collaboration between development and other departments.
- Serve as the development team project manager
- Perform timely processing of income, gift receipt communications, and other centralized donor stewardship operations for the individual donor program.
- Maintain the Thurgood Marshall Academy website by updating WordPress, coordinating with the contracted support team, and managing social media.
- Liaise with vendors for photography, web design, graphic design, printing, and other projects

Fundraising and Communications Support- 40%

- Coordinate internal and external newsletters
- Support the department's individual and corporate giving efforts

- Research and collect data and highlights for the annual report
- Contribute to the planning, development, and implementation of fundraising events
- Assume other appropriate school-wide and departmental duties and responsibilities as requested.

Grants, Compliance, and Coordination- 10%

- Assist in preparing quarterly and monthly grants and financial reports
- Provide data and documents upon request to other members of the Development team as well as to the school's Operations Department and accountants.
- Serve as liaison between FundEd Strategies and TMA in support of grant applications

Desired Knowledge and Skills:

- Highly organized, detail-oriented self-starter with the ability to manage competing deadlines;
- Prior experience in event planning, meeting deadlines, and providing feedback for fundraising events.
- Ability to manage sensitive and confidential information with discretion;
- Prior experience with administering federal grants preferred;
- Advanced knowledge in Google and Office suites;
- Knowledge base of social media platforms and tools. (i.e., Planable, Canva, and Meta)
- Collegial, team-oriented working style, with a willingness to share in both strategic thinking and administrative tasks;
- Superior organizational, time management, and multitasking skills, including a strong capacity to create and manage project tracking systems;
- Interest in education and working with youth preferred.

Requirements: Candidates must have a Bachelor's degree and at least 5 years of work experience, preferably in nonprofit operations, development, event planning, and finance.

Compensation and Benefits: Salary range \$66,000 - \$98,000 and includes generous benefits (medical/dental/vision, disability/life insurance, 20 days PTO, holidays, and school breaks).