

## **Director of Advancement and Communication—The New School**

### **(Full Time Position)**

Founded in 2014, **The New School** is a small independent high school that offers students a unique opportunity to discover their passions through a blend of rigorous academics and community-engaged learning. Located in the heart of Atlanta, we treat the city as an essential classroom where learning is fueled by students' curiosity. Our innovative curriculum blends traditional academic study and community engaged learning, creating opportunities for students to do real-world work that takes them beyond the classroom. Previous community-engaged learning projects have focused on issues facing Atlantans ranging from housing justice to clean water to civil rights. Our approach affords students the opportunity to work with a wide array of community partners through the learning cycle of research, conversation, problem definition and idea generation. Students simultaneously take a challenging academic course load including multiple AP courses. Our graduates attend top colleges across the United States, Canada and the U.K. The New School is a pioneer of the Community Engaged Learning (CEL) model and has developed a network of 100+ community partners in Atlanta and beyond. To learn more, please visit [www.tnsatlanta.org](http://www.tnsatlanta.org).

### **Position Description**

The New School is seeking a Director of Advancement and Communication to develop and support advancement initiatives, alumni relations and school-wide communication. Gifted with a results-oriented temperament, the Director of Advancement and Communication will aim to successfully achieve the school's goals and be eager to embrace and further the school's mission. As a key member of the school's leadership team, the Director of Advancement and Communication will work closely with the Head of School to support strong communication and lasting connections with current and former parents, alumni and community partners to achieve fundraising goals through the existing tax credit program as well as the creation of new events. The Director will play a role in telling the TNS story to prospective families through various marketing efforts, including maintaining a robust social media presence. This is an excellent opportunity for a collaborative individual with strong interpersonal and organizational skills who shares a passion for developing the TNS vision of community-engaged learning.

### **Responsibilities**

- Lead the annual campaign to raise money through the Georgia tax credit program for independent schools.
- Develop inclusive and creative event-based fundraising initiatives to cultivate existing and new donors from within the existing parent body as well as wider community members
- Lead the Annual Fund campaign
- Complete data entry, database management, and preparation of regular reports for the Head of School and Board of Trustees
- Assist with the regular communication to The New School community members via newsletters and social media
- Support various school events including the biannual Exhibition of Student Learning, admissions events and graduation

### **Requirements**

- Strong technology skills including use of Google Suite software, Excel, and database management
- Excellent collaboration, organizational, and problem-solving skills
- Strong writing and communication skills

- History of effective collaboration and teamwork
- An optimistic and flexible approach to work
- Ability to maintain a high degree of professionalism and confidentiality
- A deep commitment to The New School mission
- Commitment to diversity, equity, and inclusion
- At least 3 years of professional development or fundraising experience

**To Apply**

Please send a cover letter and resume to:

Peter Lefkowitz, Head of School

[peter@tnsatlanta.org](mailto:peter@tnsatlanta.org)