



Director of Development and Community Engagement

The New School (TNS), an independent four-year high school in Atlanta, offers an innovative curriculum which blends traditional academic study and community engaged learning, creating opportunities for students to do real-world work that takes them beyond the classroom. TNS takes a blended approach combining multiple experiential learning opportunities with a rigorous college prep program to equip students with the competencies they'll need to thrive in the workplace, higher education, and their personal lives after high school. TNS students apply their classroom learning in the city through major interdisciplinary projects, an entrepreneurship program, and internships, and in the process develop portfolios of exceptional work and experiences. The New School has developed a network of 100+ community partners in Atlanta and beyond. To learn more, please visit www.tnsatlanta.org.

Position Overview: The New School is seeking a dynamic and experienced Director of Development to lead our fundraising efforts and foster strong relationships within our community. The ideal candidate will be responsible for ensuring that our annual fundraising goals are met or exceeded, planning and executing a variety of fundraising events, and engaging with alumni, parents, and the broader community. This is a full time, 12-month administrative position, reporting to the Head of School.

Key Responsibilities:

- **Fundraising:** Develop and implement strategies to meet or exceed annual fundraising goals.
- **Major Gifts:** Identify, cultivate, and solicit major donors to help The New School achieve its fundraising goals.
- **Strategic Goals:** Work closely with all relevant team members to develop and implement strategic goals and initiatives for fundraising, alumni engagement, parent relations, and development communications.
- **Event Planning:** Plan, organize, and execute fundraising and community events throughout the school year.
- **Community Engagement:** Foster strong relationships with alumni, parents, and The New School community members to support the school's mission and fundraising efforts.

- **Donor Relations:** Cultivate and maintain relationships with current and potential donors, ensuring they are informed and engaged with the school's activities and needs.
- **Alumni Development & Engagement:** Develop and promote active alumni engagement through regular communications including social media, alumni activities and programs, and maintaining/expanding current alumni database.
- **Reporting:** Prepare regular reports on fundraising activities, progress towards goals, and the impact of funds raised for the Head of School and the TNS Board of Trustees.

Additional Responsibilities:

- Draft and publish school-wide fundraising communications, including videos, campaign materials, alumni newsletters, etc.
- Craft gift proposals and grants
- Collaborate with the Director of Admissions to manage parent outreach and engagement
- Manage departmental budget and reconcile monthly to ensure gift records are correct
- Be a visible presence in all aspects of school life, programs, activities, etc.
- Other duties as needed and assigned by the Head of School

Preferred Qualities and Qualifications:

- Bachelor's degree in a related field
- Proven experience in fundraising, event planning, and donor relations
- Working knowledge of Microsoft Excel
- Established connections within The New School and/or the Atlanta community
- Excellent communication and interpersonal skills
- Strong organizational and project management abilities
- Ability to work collaboratively with diverse groups, including staff, volunteers, and community members
- Ability to maintain confidentiality and sensitivity
- Passion for education and the mission of The New School

Finalists will also be asked to submit a writing sample and complete a background check.

To apply or learn more, please send a resume and cover letter to careers@tnsatlanta.org.