



DEVELOPMENT AND COMMUNICATIONS DIRECTOR

ElectED || Washington, DC.

Role:

Development and Communications Director

About ElectED

Founded in 2022, ElectED DC is a 501(c)4 which engages community members within the political boundaries of wards 7 and 8, generally known as East of the River, to build political power, increase the representation of historically marginalized communities at all levels, and advocate for the policy conditions that will enable every DC student to thrive.

What We Believe:

ElectED DC believes in a comprehensive and holistic change agenda geared towards dramatically improving outcomes for DC students.

The organization and its Board will work to dismantle the systems of oppression and structural racism that keep children from reaching their highest potential. **We are committed to supporting Wards 7 & 8 in achieving self-agency** through bolstering the community of organizations that center justice, equity and inclusion, peace work, and anti-Black racism.

Job Description

ElectED is seeking a mission-aligned candidate to serve as the Development and Communications Director. This person will plan and implement a fundraising strategy to provide for the short- and long-term needs of the organization, as well as embody the voice of the organization online and in the community. ElectED believes that for children to have access to quality education in Wards 7 & 8, it is critical that our leaders bring evidence-based solutions that have been shown to increase opportunity and equity in education. This organization will work with leaders and provide them with the tools necessary to effectively advocate for their communities.

The Development and Communications Director is responsible for embodying ElectED DC's mission, vision, and values on the page and the screen. They will support the creation of and manage the organization's branding on all platforms (website, socials, mailing lists, and print materials), while using the same communications strategy to guide the language used in grant applications, public statements, and in-person communications.



The Development Director will work closely with the Executive Director, providing counsel on a range of organization-wide priorities, and should take an all-hands-on-deck approach to the work.

Responsibilities:

- *Conduct development research, respond to donor requests for information, including literature and track all donor communication, as well as complete donor reports using several applications and databases;*
- Develop a vision for maintaining and increasing ElectED DC's digital engagement
- Manage relationships with ElectED DC's communications and digital media consultants to make sure the vision is executed;
- Support the development of ElectED's communications vision, frame, and narrative to achieve the organization's campaign goals and policy objectives;
- Work with the ED and the Board of Directors to set annual monetary goals and budgets according to the organization's objectives, setting one year, five year, and longer-term goals;
- Oversee the fundraising process and maintains records of receipts and disbursements of funds as well as producing relevant and informative fundraising literature for distribution to previous donors and the public;
- Create the vision for fundraising events that effectively communicate the purposes of the organization, to be executed in concert with the Executive Assistant;
- Manage and coordinate multiple projects and meet critical deadlines;
- Perform other related duties as assigned

Qualifications:

- Commitment to ElectED's mission and vision;
- A degree in any relevant educational background, or 5-10 years of relevant experience, preferably in the non-profit, policy or political sector;
- Prior experience in electoral politics and with advocacy-based organizations;
- Personal experience with community development, education, and other local advocacy issues preferred;
- Extensive knowledge of fundraising strategies and principles.
- Excellent written, verbal, and interpersonal communication skills;
- Knowledge of tax planning principles and techniques that favor charitable giving;
- A record of exceptional senior management and leadership that articulates and maintains high standards, transforms teams, and empowers, develops, and motivates team members



Please keep in mind: Research has shown that candidates from underrepresented backgrounds only apply to jobs when they meet 100% of the requirements vs. their majority counterparts, which apply at a much higher rate if they meet 50-60% of the requirements. So, with that being said, if you are interested in the role, we would love to hear how you can leverage your talents to be an excellent addition to ElectED DC's team.

Nice to have:

- Experience working with charter schools and/or organizations in the education advocacy space;
- Preexisting relationships with Washington, D.C. decision-makers, and experience with local Washington, D.C. politics;
- Familiarity with political data, latest technologies, and best practices in the field
- Expertise with projects that required quantitative results

The position will be based in Washington, D.C.

Salary:

Salary is commensurate with experience.

How to apply:

Please send your resume and why you're interested in the position to hire@270strategies.com