



Communities In Schools of High Point | Job Description

Position: Development and Communications Specialist

Department: Admin/Operations

FMLA: Hourly; Part-Time

Supervise: N/A

Reports to: Executive Director

General Duties:

To provide support of CIS resource development and communications management. The Development and Communications Specialist will report to and serve as a critical thought partner to the Executive Director; this position has external community and internal organizational responsibilities, helping to develop, implement, and advance strategic initiatives, and partnership development. The ideal candidate will be a professional who is adept at community and stakeholder engagement at a high-level, as well as managing nonprofit operations functions and deliverables.

Strategic Management and Leadership:

- Provide thought-leadership on key topics impacting youth and/or emerging issues
- Upholding the mission, vision and narrative points of CIS-High Point at its highest-level to stakeholders, staff, parents & community
- Helps communicate organization goals and funding needs to community, CISHP staff and Board

Resource Development and Communication:

- Assist Executive Director to plan and implement a resource development strategy to satisfy operating and program funding needs.
- Cultivate and steward donors and prospects
- Create electronic and printed materials intended for investors and supporters; manage execution of distribution.
- Implement, evaluate and refine special events.
- Research RFPs and draft grant proposals with Executive Director.
- When necessary, attend all CIS related, sponsored and/or special events works with other program directors in coordinating activities at school sites.
- Carries out all other duties and assignments as determined by the Executive Director.

Operational and Data:

- Manage record keeping on all donors and gifts in database.
- Prepare monthly development report

- Assist Executive Director with grant reporting to funders.

Board/Volunteer Relations:

- Support Board committees as assigned.
- Provide reports for Board Committees, as requested.

Knowledge, Skills & Abilities

- Knowledge of CIS mission, philosophy, and services.
- Knowledge of community resources in relation to services.
- Belief and skills in developing partnerships to meet student and family needs.
- Ability to speak and write effectively.
- Knowledge of High Point philanthropy climate.
- Ability to establish and maintain effective working relationships.
- Ability to forge alliances and partnerships that will enhance and/or improve services and opportunities for children and families.
- Ability to represent the CIS organization in the community.

Education & Experience

- Bachelors preferred in nonprofit management, business, marketing or a related field preferred.
- Minimum of 3 to 5 years of prior development experience required. Experience with DonorView software preferred.
- Minimum of 3 to 5 years of prior event management experience.
- Minimum of 3 to 5 years of prior communications and/or CIS experience preferred.

Questions, please contact Jennifer Reavis, Executive Director at 336-883-6434 or jreavis@cisofhighpoint.org.