



Associate Director of Development & Communications

The Squash and Education Alliance seeks an Associate Director of Development & Communications to oversee annual fundraising activities, manage external communications, plan special events, and serve as a liaison to the Board of Directors. Working closely with the Executive Director and Director of Growth, the Associate Director of Development & Communications will play a critical role in generating resources for SEA's annual operation and support a multi-million dollar five-year campaign and strategic plan. This is an exciting opportunity for someone with excellent written and verbal communication skills, attention to detail, time management, and an ability to cultivate professional relationships with various stakeholders. Responsibilities include:

Development

- Oversee development operations, strengthen SEA's strategy to meet its annual ~\$2 million fundraising goal, and support cultivation for special events and campaigns
- Manage the Salesforce donor database, design and roll out fundraising campaigns in Classy, and solicit and steward donors
- Maintain awareness of national and local philanthropic landscapes and proactively research prospects
- Retain and strengthen relationships with corporate and foundation partners, write grant applications and reports, and collaborate with colleagues to ensure relevant data and outcomes are shared with funders at appropriate deadlines and intervals
- Manage all donor appreciation and formal gift acknowledgement
- Support efforts to cultivate and deepen relationships with supporters through personalized outreach and communications
- Support the Executive Director and Director of Growth to link strategic initiatives to funding opportunities
- Plan and execute virtual and in-person donor cultivation events that coincide with SEA's Leadership Assembly, Changemakers Tour, the JP Morgan Tournament of Champions, and other major squash and SEA events

Communications

- Manage email newsletters (approximately 10 annually) for SEA's distribution list of 10,000+, writing copy, selecting photos, and gathering quotes and info that tell the story of SEA
- Work with an external graphic design firm to create an annual donor list, marketing materials, and event logos and collateral
- Oversee SEA's social media strategy and website; continually review content to ensure that info is accurate and messaging is current and aligned with SEA style and brand

- Hire and work with photographers for SEA events
- Support SEA staff in writing, formatting, and designing powerpoint presentations, memos, letters, and other communication as needed

Administration

- Provide general administrative and technical support to Director of Growth and Executive Director, such as scheduling meetings, responding to emails, and taking meeting notes
- Assist the Executive Director with board administration, including scheduling quarterly meetings, preparing materials, taking minutes, and serving as a liaison for board members and committees as needed
- Collaborate with the Director of Finance, Operations, and HR on quarterly budget reports for the board and regular reconciliation of contributed income and accounting records

Skills & Qualities

- Excellent written and verbal communication skills and sound judgment when representing the organization to external stakeholders and constituencies
- Ability to navigate a fast-paced, outcomes-driven, and entrepreneurial environment
- Positive, can-do attitude, and proven track record in initiating and leading projects
- Strong organizational skills and attention to detail
- Willingness to address time-sensitive matters outside traditional work hours
- Interest in and enthusiasm for attending events for SEA member programs, peer organizations, and the squash community
- Proactive; able to anticipate needs and identify areas for improvement
- Responsive, adaptable, and able to work quickly and efficiently
- Passion for SEA's mission and belief in the principles and goals of SEA's strategic plan

Experience & Qualifications

- Bachelor's degree or equivalent
- 5+ years of progressive work experience in nonprofit development or philanthropy
- Experience with fundraising and email marketing platforms, ideally Salesforce, MailChimp, and Classy
- Familiarity with squash and the SEA network is not required, but a plus

Hours and Travel: SEA staff currently have the option to work from home two days a week and work in SEA's NYC office the remaining days.

Compensation: \$85,000-\$100,000. Benefits include 4 weeks of vacation annually, health insurance, and, after one month of full-time service, a 401K matching plan.

Start date: As soon as possible

SEA is the umbrella organization of a network of 19 U.S. nonprofits and 5 international affiliate organizations that combine squash, academics, mentoring, travel, college support, and career readiness for more than 2,500 young people. Ninety-four percent of the high school graduates of our U.S. member programs matriculate to college, one-third attend top-100 ranked colleges,

and more than two-thirds earn degrees in six years or less. SEA leads this network by launching new programs, promoting best practices to ensure the highest quality programming among member organizations, and providing additional educational and athletic experiences for students and alumni. Over the course of the year, SEA organizes dozens of tournaments, camps, educational programs for students, and conferences for staff and board members.

To apply: Please send a resume and cover letter to Masis Professional Group (lxaba@masisprofessional.com) with “SEA Associate Director of Development & Communications” in the subject line.

We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to sex, race, color, religion, age, national origin, disability, sexual orientation, or marital status.