

# Director of Communication and Marketing

Full-time position as the Director of Communication and Marketing for San Miguel School in Washington, D.C. San Miguel School is an independent, Catholic middle school dedicated to providing students with a high-quality, tuition-free education that broadens opportunities for academic, spiritual and physical growth. San Miguel educates Latino boys in grades six through eight from the District of Columbia (DC) and surrounding communities and supports its graduates through high school. The school's mission is to transform lives and break the cycle of poverty through education. San Miguel aims to inspire life-long learning, close achievement gaps and put students on a path to success. The Director of Communication and Marketing is responsible for overseeing fundraising, communications and outreach for the school.

Responsibilities include:

- Design and execute an overall strategic plan for the organization's annual giving program that will generate \$2 million annually through combination of major events, individual solicitations, annual giving and strategic partnerships.
- Lead all annual giving and development operations, working closely with San Miguel School's President and Board of Trustees to leverage philanthropic support.
- Build partnerships and work closely with donors, Board of Trustees, organizations, corporations, churches, businesses and government programs.
- Oversee income financial planning, income budgeting, forecasting and projections
- Supervise development operations, gift acceptance, database management and acknowledgments.
- Utilize a data-driven strategy that incorporates direct mail, email, tele-fundraising and other channels.
- Oversee all necessary reporting to analyze results and maximize fundraising performance.
- Coordinate and oversee vendors, contractors and volunteers.
- Collaborate extensively with other colleagues throughout the organization.
- Oversee day-to-day operations of Salesforce and other giving platforms.
- Provide oversight and management for events.

Qualifications:

Required

- At least five years of relevant experience and a strong track record of leveraging data and communications to drive growth in development
- Bachelor's degree is required
- Experience leading stewardship, donor retention, donor communications
- Strong analytical skills
- Self-motivated
- Strong interpersonal and communication skills
- Detail oriented, deadline driven and collaborative

#### Preferred

- K-12 or higher education experience preferred
- Spanish Speaking
- Experience with Microsoft Office Suite, Salesforce, QuickBooks

#### Benefits

- San Miguel School offers a competitive benefits package including health insurance, term life insurance, retirement benefits and other programs.
- Salary is commensurate with experience.
- Equal Opportunity Employer.

Please send a letter of interest, resume and writing sample to:  
[info@sanmigueldc.org](mailto:info@sanmigueldc.org)