



### **Mission**

To inspire and empower students qualifying for need-based scholarships to become future community leaders through a rigorous middle school program coupled with ongoing graduate support.

### **Vision**

Transforming underserved middle school students' lives by being a model of foundational and academic excellence in preparation for high school, post-secondary, and career success.

### **Core Values**

Each member of our school community is a **LEADER**.

Loyal people devote themselves to building and maintaining connections within their community.

Empathetic people recognize the humanity in all of us and work to find common ground.

Accountable people take ownership of and responsibility for their thoughts, words, and deeds.

Diligent people demonstrate academic and personal excellence through persistent effort.

Engaged people actively participate in the process of growth and learning.

Respectful people honor themselves and others through care, concern, and consideration.

### **The School**

Modeled after the Nativity Mission Schools, The Academy Prep Center of Tampa (APT) is a free private middle school that exclusively serves students in grades 5 through 8 who qualify for the federal free and reduced-price meals program. APT, founded in 2003, is a functionally independent school part of a network of schools, including the Academy Prep Center of St. Petersburg and the Academy Prep Center of Lakeland, which have been in operation since 1997 and 2019, respectively. Each center has its head of school and board of trustees. Academy Prep administers a highly demanding academic program, followed by eight years of intensive guidance through high school and post-secondary careers; it promotes its students' intellectual, athletic, and social development.

APT's middle schoolers maintain over a 97% daily attendance rate and go on to earn admission to the top local independent, parochial, and IB programs in Tampa. Throughout the years, APT graduates also enroll in competitive boarding college-prep programs, including Phillips Exeter Academy (NH), Deerfield Academy (MA), St. Andrews (FL), Woodberry Forest (VA), and Choate Rosemary Hall (CT). Academy Prep expects its students and graduates to act as mature and responsible individuals who contribute to their communities and demonstrate charity and concern in all their actions. Instilling the Core Values, APT administrators, faculty, and staff deliberately cultivate a culture of high expectations for students. The program is rigorous and, faculty and staff are supportive and exercise building leadership fairly and transparently. They work with the student support team members, consisting of the Head of School, Assistant Head of School, Guidance Counselor, Director of Student and Graduate Support, and the Academic Dean.

Admission is competitive. Students and family engagement are deemed crucial to APT's success on top of its rigorous schoolwork and enrichment schedule. Annually, APT requires 40 hours of service per family. Additionally, students work with community business partners to learn life skills such as financial literacy, nutrition, wellness, and social/emotional learning.

## Job Description: **Development Manager**

Permanent Full-Time (40 hours/week); Non-exempt  
Responsible Supervisor: Director of Development

### Summary:

Assists with the full operation of the APT's development activities with a focus on ensuring the success of all development processes and fundraising activities.

### Duties:

#### Event Management:

- ❖ Leads and coordinates all development events
- ❖ Researches new and creative approaches for fundraising
- ❖ Implements Prep Talks and school visits with invitations, confirmations, follow-up, and tracking
- ❖ Coordinates An Evening of Champions event, Grand Oak Classic event, Annual Breakfast event
- ❖ Coordinates all development events to include fundraising events, monthly donor tours, check presentations and cause related marketing activities
- ❖ Event activities to include: sponsorship asks, following up with sponsors, sending invitations, registration and confirmations, securing vendors, décor, gifts, etc.
- ❖ Secures event sponsorships and in-kind sponsorship as needed

#### Maintain fundraising/stewardship efforts:

- ❖ Creates a donor stewardship plan; Manages donor thank you letters and cultivation approaches
- ❖ Recruits, cultivates, and identifies scholarship donors
- ❖ Advises, as appropriate, on financials, problem solving and policies
- ❖ Implements donor research, friend-making activities, and follow-ups with potential donors.
- ❖ Strategize, implement, and steward donor and donor initiatives

#### Development Support:

- ❖ Creates and updates a monthly and cumulative development revenue report that tracks potential donors, introduction guests, and all donors and sponsors annually
- ❖ Ensures donor stewardship and thank yous are being coordinated efficiently
- ❖ Pulls, reviews and understands monthly donation data for development reports
- ❖ Attends weekly Academy Prep administration meetings and weekly staff meetings, and sits on the Board Development Committee.
- ❖ Assist the Development Director as needed; general office support as needed
- ❖ Manages and supports online campaigns as needed

### Skills Required:

- Development management skills required
- Highly effective in event management, donor database management, finance, and administration
- Advanced computer skills (proficiency in donor database (Raiser's Edge NXT preferred), Excel, Publisher necessary; skills with Adobe Suite, basic video editing preferred); willingness to learn computer skills needed.
- Ability to meet deadlines, work well with others and multi-task. Team player with a positive attitude
- Able to deal with frequent change, delays or unexpected events that change priorities on a daily basis
- Professional maturity and diplomacy with visitors, partners, vendors, etc., in person, phone and written communication.
- Passion for the mission of Academy Prep

### Education & Experience Required:

- Bachelor degree with 3-5 years experience closely related to the duties and responsibilities specified.
- Experience in business management, event coordination, marketing and technology a plus.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

**Please send resume and cover letter to:**  
Maggie McCleland, Director of Development  
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