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**Development Coordinator**

**About Oxbridge Academy**

Oxbridge Academy is a private college preparatory high school, serving grades 9-12. Founded in 2011 by energy magnate and philanthropist William I. Koch, Oxbridge's mission is to provide a challenging, dynamic education in and beyond the classroom that prepares students for a lifetime of success. At Oxbridge, students learn through engagement in academic and community-based projects that speak to their talents and interests and spark their curiosity and passion. The 56-acre campus features state-of-the-art classrooms and academic and athletic amenities equipped with advanced technologies.

**Job Summary**

The Development Coordinator will assist the Director of Development and the Communications Department to plan and execute donor relation tactics and strategies with the goal of raising funds for Oxbridge Academy.

**Essential Duties and Responsibilities:**

* Under the direction of the Director of Development, implement the annual fund drive, targeting employees, parents, Board of Trustee members, and friends of Oxbridge
* Coordinate production and mailings of development collateral and solicitations, working with the Communications Department on the creation of all collateral materials
* Process gifts and manage donor acknowledgements
* Manage and ensure execution of donor and sponsor recognition opportunities
* Manage the development office’s use of Veracross and iWave
* Plan and manage alumni relations program
* Plan and execute several small, targeted requests for donations to fund the school's innovation grants, wish list items and other projects
* Assist with the planning, announcement and promotion of the Oxbridge Capital Campaign
* Coordinate and document identification, qualification, cultivation, solicitation and stewardship of families, alumni and the greater community
* Coordinate reconciliation, reporting and monthly summary with the Business Office

**Qualification Requirements:**

* Excellent written and verbal communications skills
* Fundraising software experience preferred
* Ideal candidates will be creative, detail oriented, organized, the ability to prioritize, multi­ task, meet deadlines and work well with others. Must possess a professional work ethic
* Bachelor’s degree required. Experience in development, non-profits, and special events required. Grants writing a plus

**Time Commitment:**

40 hours/week, Monday -Friday. Days and hours somewhat flexible. Some weekends and evenings required for cultivation and special events. This is a full-time, 12-month position.

**Compensation:**

Commensurate with experience. Competitive benefits package.

To apply, interested candidates should submit:

* Resume
* Cover letter describing your interest in this exciting position and why you are an optimal fit, including how your approach to philanthropy would contribute to Oxbridge Academy
* Application submission screening and interviews will be completed on a rolling basis until position is filled

Oxbridge Academy is committed to diversity at all levels.

Oxbridge Academy is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.