



SUMMIT CHARTER SCHOOL

370 MITTEN LANE, CASHIERS, N.C. 28717 Phone: (828) 743-5755 Fax: (828) 743-9157

Development and Marketing Director 2025-26 School Year

Position Description

Summit Charter School is currently seeking applications for a full-time Development Director to begin in June 2025.

NATURE OF WORK

The Development and Marketing Director is responsible for managing, implementing, and achieving the development goals of Summit Charter School and the Summit Charter School Foundation to advance and sustain the mission of Summit Charter School. In coordination with the Head of School and the Summit Charter School Foundation Board and in alignment with Summit's mission and values, the Development and Marketing Director leads and manages development strategy, grant writing, fundraising campaigns, and school marketing. The Development and Marketing Director will bring a deep understanding of and appreciation for the local community. The Development and Marketing Director is supported part-time by an administrative assistant and reports to the Head of School.

JOB RESPONSIBILITIES

Development Strategy

- Promote and guide the adoption of best practices and innovative approaches to individual major giving, corporate and foundation grants, endowment giving, planned giving initiatives, annual appeals and events
- Coordinate with the Foundation Board and relevant school personnel in the administration of alumni scholarships
- Establish and monitor key metrics to make forecasts and evaluate ongoing performance toward annual fundraising goals
- Provide regular reports and analysis to the Head of School, board development committee (as applicable), and Summit Charter School Foundation Board
- Prepare monthly closure of accounting and reporting to Foundation Treasurer and Accountant
- Prepare meeting materials for quarterly Foundation Board Meetings

Grant Writing

- Develop grant strategy to sustain existing grants and expand and diversify grant sources beyond
- Lead all grant writing
- Manage all grant reporting with cooperation from lead administrators

Fundraising

- Lead and manage fundraising campaigns to achieve defined goals
- Maintain constituent records
- Manage gift processing and acknowledgements in a timely manner
- Lead and manage donor stewardship
- Lead and manage new donor cultivation

Marketing and Communications

- Lead and manage school marketing strategy, including overseeing management of school branding and brand communications (website, social media, marketing materials)
- Lead and manage communications with community members and external stakeholders

Events

- Oversee parent coordination of Family Fund fundraising events
- Collaborate with Cashiers Festival of Trees leadership and committee to support signature fundraising event
- Support with other community-facing school events as capacity allows

MINIMUM TRAINING AND EXPERIENCE

- Experience in the resource development and marketing professions and a deep understanding of development principles and best practices
- Strong written and verbal communication skills
- Experience with Blackbaud Raiser's Edge, NXT, and MailChimp a strong plus
- Bachelor's degree

About Summit

Started in 1997, Summit strives to deliver a personalized education that addresses the needs of the “whole child” through an array of opportunities in core instruction, the arts, technology, charter education, and service learning. As a public charter school, Summit offers a choice for parents, students, and educators who want an emphasis on self-directed learning and active participation in the learning process. Key design elements include: small class sizes, individualized instruction, experiential education programs, character development, parent volunteerism, and meaningful community engagement.

Summit recognizes the social and educational value of a diverse leadership, staff, and student community. To that end, we actively seek and encourage employee applications from qualified individuals representing diverse social, ethnic, and racial groups.

Our Mission

The Summit Community engages students in learning experiences that stimulate discovery, inspire excellence, and nurture a positive influence in an ever-changing world. The Summit Experience equips our students with a level of confidence that invokes success, self-worth, and the opportunity to thrive in all endeavors. Our graduates are academically prepared, engaged in community, and strong in character.

Salary & Benefits

Summit Charter School offers a competitive salary. Benefits include employee health insurance, percentage matching of contributions made to an individualized TIAA CREF retirement portfolio, contributions to an employee life insurance premium, and participation in AFLAC insurance offerings.

Contact Information

Interested candidates should send a cover letter, resume, and list of three professional references to Kurt Pusch, Summit Charter School, 370 Mitten Ln, Cashiers, N.C. 28717, or send as an attachment document to kpusch@summitschool.org.

For more information about Summit Charter School, please visit our website at www.summitschool.org.