Position: Chief Community and Development Officer (CCDO) Job Description

Location: Elmhurst, NY

About the Opportunity

The Chief Community and Development Officer (CCDO) will lead all external and community-facing work for Forte Prep, ensuring that all stakeholders are invested and engaged in ensuring our scholars remain on the path to college and career success. The CCDO will directly lead all Development, External Relations, and Community Engagement. This role will engage and cultivate relationships with families, donors, elected leaders, community champions, and advocates and forge partnerships that align with our vision and serve our students and their families. In addition, the CCDO, will ensure that our Family Recruitment and Parent Leadership teams thrive and are active partners in the work. The CCDO position is new to our organization, and will require the person assuming the role to take an entrepreneurial approach to building and defining the role.

Who We Are:

*Through a relentless pursuit of academic, community, and personal excellence, Forte Prep Academy Charter Schools equip all students to become the next generation of leaders in Queens and beyond. Operating since 2016, Forte Prep Middle School has consistently outperformed the district and state. In Fall 2023, we will open our door to our first high school beginning with 9th grade. We are currently building out our leadership team so that our schools have the network guidance and support they need.*

*We do this work because 77% of high school graduates in our neighborhood are unprepared for the academic rigor of college. We do this work so that these students can beat the odds stacked against them and change those odds forever.*

Who You Are:

- An advocate and believer in educational equity. You are inspired by Forte Prep’s mission, vision, and values. You thrive in a work environment that values community, a strong commitment to excellence, equity, and high expectations for students and faculty, and
are excited to join a team committed to removing barriers and addressing the opportunity gap.

- A compelling writer, storyteller, and communicator. You are skilled in communicating ideas in ways that inspire diverse stakeholders to action. You leverage data and stories to create messaging, content, and materials that articulate the “why” behind an organization’s mission and impact. Experience in sales, business development, marketing, campaign organizing and communications is a plus. Excellent presentation skills are required.
- A thoughtful and effective relationship builder who develops rapport easily and fosters long-term connections with diverse stakeholders, in service of our students and community. You demonstrate high levels of emotional intelligence, and are a deep and attentive listener and can work with a variety of personalities.
- An experienced project manager and campaign organizer who blends project management, relationship building, data analysis and empathy to translate ideas into initiatives that drive our organization forward in a way that centers our communities and our mission. You are able to remain agile while building systems and processes that make the work sustainable and thus more impactful, and thrive in a lean, collaborative nonprofit environment
- A well-organized and tech-savvy doer with a bias for action. You are experienced in leading and/or supporting multiple projects, with the ability to guide others in implementation. You bring strength in building fundraising systems and processes, and facility with commonly used development and communications tools (online giving and social media platforms.)

**What You’ll Do:**

**Reporting to the Executive Director, the Chief Community and Development Officer will oversee the following:**

CCDO will lead the development and execution of Forte’s strategy of authentic community and family engagement, storytelling and development.

- Develops and executes strategy for family and community engagement at Forte Prep. Leads all efforts to attract and recruit new families for student enrollment. Additionally, the CCDO ensures consistent engagement and communication so that families and Forte are working collaboratively to ensure student and school success.
- Establish and maintain relationships with elected leaders, executive directors, funders, community members and other elite champions
- Actively identify partnerships with aligned organizations (including schools, nonprofits, and other local organizations) and plan, coordinate and facilitate collaboration with other aligned organizations to advocate for common goals or defend common interests.
- Drive the organization’s non-partisan political engagement by building relationships with all candidates, growing awareness, and encouraging turnout to election dates
- Develop and execute Forte Prep’s annual strategic fundraising plan inclusive of revenue and activity goals related to individuals and major giving, foundations, and corporate partners
● With the Executive Director, create a comprehensive strategy and implementation plan to lead capital campaigns this includes campaign marketing materials and communications
● Actively collaborate in the content creation of websites, social media, etc. relative to donor pages and program
● With the Executive Director, develop and execute a strong external communications strategy that effectively communicates the mission and values of Forte. This includes but is not limited to pitch decks, written and online appeals, newsletters, videos, and social media.
● Ensure that all communications strategies are developed through a lens that centers and uplifts the voices, backgrounds, and experiences of the diverse communities we serve.
● Develop and cultivate relationships with local and regional media outlets
● Oversee the production of Forte’s annual signature event

Qualifications

● B.A. required
● 10 years of professional experience, with growing responsibility in external affairs, community engagement and/or campaign organizing in a non-profit and/or educational setting.
● Minimum of five years leading individuals with diverse backgrounds
● Excellent relationship- and coalition-building skills and ability to move and communicate seamlessly and effectively among and between varied audiences (e.g. board members, school/regional leaders, elected officials, school district leaders, families, etc.).
● Experience in communications and/or storytelling.
● Ability to build effective strategic plans despite ambiguity and project manage to execute that strategy.
● Experience and background in the community, professionally or personally
● Ability to serve as an effective ambassador for Forte Prep
● Strong knowledge of social media and digital marketing is a plus

To Apply

Please email your resume and why you are interested in the role to careers@forteprep.org

Compensation

Salary range is $120,000-$140,000 commensurate with your experience, with additional compensation each year until school reaches full capacity (grades 9-12). Forte Prep Academy
High School employees are provided with a benefits package that includes medical, vision, and dental insurance, 403 B matching, parental leave, tuition reimbursement, a smartphone, and a laptop.

**Equal Opportunity Employer**

Forte Preparatory Academy Charter Schools are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Type: Full-time

Salary: $120,00-140,000 per year

Benefits:

- 403(b)
- 403(b) matching
- Dental insurance
- Health insurance
- Health savings account
- Paid time off
- Parental leave
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Schedule:

- Monday to Friday
- Weekend availability, particularly in the spring when student enrollment events are scheduled

Supplemental pay types:

- Bonus pay contingent on performance

COVID-19 considerations:
Vaccines required, masks optional (if vaccinated).

Ability to commute/relocate:

- Elmhurst, NY 11373: Reliably commute or planning to relocate before starting work (Required)

Work Location: Middle School and High School Buildings