

Cape Charles Rosenwald School Restoration Initiative (CCRSRI)
Development and Community Outreach Consultant
Requirements and Scope of Work

The Fund Development and Community Outreach Consultant (FDCOC) will work for the Board of the Cape Charles Rosenwald School Restoration Initiative (CCRSRI), a 501 (c)(3) organization, to carry out the vision and mission of the organization. The CCRSRI are the owners of a 1929 historic elementary school listed on the National Register of Historic Places. After over forty years of vacancy, the Cape Charles Elementary School building is being rehabilitated and will open to the public in 2025 as a workforce development and cultural arts center to service Northampton and Accomack Counties. The FDCOC will function as the administrative arm of the Board and lay the foundation for the opening of the school. This position will be responsible for executing the vision of the Board in the areas of fund development and community outreach working with stakeholders and the broader community to build relationships and programming. This is a part-time, contract position.

Knowledge:

- Must support the CCRSRI Vision, Mission, and Core Values
- Must be committed to racial healing and reconciliation
- Bachelor's degree preferred *or* a minimum of 3 years' experience in organizational management and consulting
- Working knowledge of the structure and operations of 501(c)(3) organizations
- Experience working with non-profit boards to include protocols and reporting
- Experience in organization management preferred.
- Working knowledge of social media platforms and marketing strategies
- Event planning and implementation

Skills and Abilities:

- Grant writing, fundraising, marketing experience
- Working knowledge of Microsoft Office including Word and Excel, Constant Contact, Acrobat, Zoom, Canva, and Constant Contact
- Demonstrate strong, respectful communication, leadership and public relations skills
- Innovative thinker
- Takes initiative
- Collaborator

SCOPE OF WORK:

1) Fund Development

- a) Attend online Fundraising Committee Meetings and provide administrative support to Fundraising Committee Chair as needed (e.g. prepare meeting summaries, coordinate meeting dates and send meeting notices, etc.).
- b) Develop, update, and maintain CCRSRI master contact list to include past and prospective donors as well as friends, partners, potential partners, media, government officials, etc.
- c) Assist with identifying grant opportunities and writing grant proposals to support ongoing building restoration and site development.
- d) Assist the Fundraising Committee with the planning and implementation of a Major Gifts Campaign.
- e) Work with the Board to develop a comprehensive plan for acknowledging Major Gift Donors (e.g. Naming Opportunities, Signage, Donor acknowledgements on Website and Social Media, News Releases, Events honoring Donors, Ongoing Donor Cultivation, etc.)
- f) Assist the Fundraising Committee with creating a Coordinated Multi-faceted Plan and Calendar for ongoing solicitation of contributions at varied Donor levels to include:
- g) Assist with writing grant proposals to secure funding for CCRSRI Bi-Monthly Zoom meetings and CCRSRI Grand Opening Activities.

2) Community Outreach

- a) Collaborate with CCRSRI Executive Committee to review and update marketing publications and tools
- b) Serve as an Ambassador of CCRSRI to Eastern Shore Community organizations and groups by seeking out opportunities to give presentations, share information, share fundraising opportunities, and build relationships at organizations' meetings and events; Collaborate with CCRSRI Board and Advisory Council leadership to ensure that Ambassador activities are aligned with CCRSRI Vision, Mission, and Core Values.
- c) Develop, coordinate, and Co-lead (with a CCRSRI Board Leader) Bi-monthly Zoom meetings with updates on the progress of the Restoration.
- d) Work with the CCRSRI Board, Executive Committee and Advisory Council and organization leaders in the Eastern Shore Community to develop and coordinate a Series of Grand Opening Celebration Activities – spanning two weeks to a month (e.g. Opening Ceremony/Ribbon Cutting, Speakers, Special Guests, Musical Performances, Exhibits, Workshops, Children, Youth, and Family activities.)

3) Other Tasks

- a) Attend Monthly CCRSRI Board Meetings and Periodic Executive Committee Meetings as Needed
- b) Attend Periodic Site Interpretation Committee Meetings

Compensation:

- Average of 20 hours **per Week, 49 Weeks, Range \$35 - \$40 per hour depending on experience: \$34,300 - \$39,200**

References Required:

- Provide three work-related references upon request

About the CCRSRI

Vision: A place where a vibrant Eastern Shore community gathers to learn, play, and prosper.

Mission: Unifying and energizing Virginia's Eastern Shore through community partnerships and opportunities for fellowship, lifelong learning and economic empowerment for all.

Core Values: Social Justice, Inclusion, Life-Long Learning, Community Engagement