

Job Title: Advancement Director

Location: Salt Lake Arts Academy, Salt Lake City, Utah/ Hybrid In-Person and Remote option.

Start Date: 2025-2026 School Year. This position typically begins work the first week in August, and follows the school year calendar with school holidays during the school year off. Beginning in early June, summer hours are more flexible, with much of July off.

Salary Range: \$55,000 - \$70,000. DOE. Benefits include Utah Retirement Systems (URS) contributions, Health Insurance, PTO.

Salt Lake Arts Academy, a well-regarded public charter school for grades 5 -8 in downtown Salt Lake City is hiring for the position of Advancement Director. This position is responsible for fundraising, communications, marketing and community relations for the school.

Job Overview

The Advancement Director is a member of our school's Leadership team (Principal, Business Manager, Dean of Students and Director of Academic Engagement), and works closely with the school's Governing Board Development and Community Outreach committee. Our ideal applicant will have experience working in both fundraising and communications / marketing roles.

SLArts' Advancement Director (AD) wears several different hats in service to the school. As the AD your writing game is strong, and you understand the different audiences SLArts needs to reach, to maintain enrollment, and secure adequate funding for our public school. You understand how to strategically craft messages to reach those audiences. You understand the intersection of communications with fundraising, and how these two disciplines connect and complement each other.

You are friendly and welcoming and enjoy interacting with parents and prospective donors. You have a solid understanding of the fundraising process, including donor cultivation, solicitation, and stewardship. You have a basic level of graphic design experience but are also able to work with professional designers to create print collateral and video material. You have experience

working in a small shop and functioning as a Jack-or-Jill of all trades! You love middle schoolers, and want to support them during this important time in their lives.

The Advancement Director creates and manages fundraising initiatives including Annual Giving, a 24- Hour Giving Day, and Grant Writing. Marketing and Communications projects include Admissions promotion, collateral and events; managing the school's Social Media presence, updating the school Website, and delivering clear, consistent school to home communications.

Minimum Qualifications

- 3 years experience in a Fundraising, Development or Communications Role.
- Very strong writing and editing skills.
- Proficiency in Google Suite products - docs, sheets, presentations, etc.
- Proficiency with Canva or other simple graphic design software.
- Ability to work some evenings and events, as required.
- Willingness to attend training to acquire skills needed for the job.
- Ability to manage time well, prioritize projects, and accomplish goals with little supervision.
- Values collaboration, thrives independently, and is able to articulate SLArts' vision and mission.

Preferred Qualifications

- 5+ years experience in Fundraising, Development and Communications.
- Successful grant writing experience, and knowledge of local private philanthropic foundation communities.
- Experience in nonprofit management and best practices in fundraising and communications.
- Graphic design skills.
- Experience updating and maintaining a website.
- Experience working in multiple online platforms and databases.
- Social Media and Digital Marketing skills.
- Experience with 24- Hour Giving Days

- Experience working with a diverse public school community.

To Apply: Please send a cover letter, resume and references to Deborah Candler, Principal and CAO, at deborah@slarts.org. Applications will be reviewed on a rolling basis.