



Queen's Grant High School

Nurturing The Desire To Learn

Employer: Queen's Grant High School (Queen's Grant High School Foundation)

Title: Marketing & Fundraising Program Manager

Status: Part-time, Temporary

Rate: Up to 15 dollars in hour + Bonus

Posting Dates: Early January

Hire Date: Middle of January

Objective: Marketing and Fundraising Program Manager will work in coordination with school administration and board of directors to craft strategic and tactical plan with the initiative of securing donors, crafting documents, creating branding and messaging, and serving as liaison for the capital campaign (on site gym and performing arts center, PAC).

Key responsibilities include, but are not limited to, the following:

- Serving as key contact person for most Gym/Performing Arts Center questions,
- Crafting informational and promotional pieces,
- Promoting fundraising details, initiatives, challenges/contests, and updates via contact list and social media;
- Soliciting potential donors,
- Notifying principal and dedicated board member regarding Platinum donors,
- Presenting to the local Matthews and Mint Hill business owners, community leaders, parents, and other parties regarding fundraising efforts,
- Creating and implementing creative marketing strategies, public relations opportunities, and serving as a community spokesperson,
- Planning events to raise additional funds,
- Managing the brick campaign, parents donor initiative, business donor initiative, and overall strategy,
- Providing regular updates and communication regarding meetings, challenges, donor updates, and timelines

Pay is up to 15 dollars per hour, up to 40 hours per calendar month. Additional hours need QGHS Administration approval.

Bonus structure is \$1,000 per \$100,000 secured (check in hand), paid at the end of each month.

Timesheet to be submitted to Christine Amaral on the 15th and 30th/last day of each month with Google Drive log of duties performed

10323 Idlewild Road, Matthews, NC 28105

Phone 704-545-0736 Fax 704-545-0738

www.queensgranhigh.org