



Small Magic is seeking a full time *Development & Communications Manager* to proactively and expertly manage our development systems, write high-quality grants, create compelling communications campaigns, and support the organization in executing events.

KEY DETAILS

The compensation range for this full-time role is \$49,140 - \$59,160. The location is flexible, with a preference for Birmingham-based. Small Magic offers strong benefits (see below) and a highly flexible environment.

WHO WE ARE

Small Magic supports the future stability and prosperity of Birmingham by focusing on our most precious resource—our children. Our innovative programs embrace cutting-edge technology and the deep involvement of parents, community partners, and teachers to ensure all the children in our community are prepared for kindergarten and a lifetime of economic mobility. Research shows that the earliest support for kids can have the most positive and cost-effective lifelong impact. Together, we're ensuring that Birmingham can become the best city in America to raise a child under five.

The heartbeat of this work is our nimble, high-functioning team. We hire employees who align with our values--tenacious, curious, empathetic, and focused on both equity and impact. This means you'll be surrounded with people who care about you and push you to be the best version of yourself. In a recent employee survey, 100% of employees agreed with statements like "I'm proud to work at Small Magic," "my job gives me the flexibility I need to meet the needs of my personal life," and "my manager cares about me as a person." For more information on our work and culture, visit smallmagic.org.

WHAT YOU'LL DO

The Development & Communications Manager will report to the Director of Growth & Development. The location of the role is flexible, with a strong preference for someone Birmingham-based. The role is responsible for the following:

- Creating compelling external communications (emails, social media, grants, web copy)
- Piloting and maintaining strong internal systems (campaign calendar, donor database)
- Conducting research and making recommendations
- Collaborating on a variety of key projects, including (but not limited to) board stewardship, program evaluation, our annual Storytime event, and our All 99 initiative

To give some specifics, if you were working at Small Magic right now, you would be:

- Creating a communications calendar for the next quarter
- Sourcing vendors for our spring event
- Drafting a compelling grant report
- Collaborating with photographers and families to schedule an All 99 photoshoot

WHO YOU ARE

To be successful in the role, the Development & Communications Manager will excel at the following:

Project and task management: Tracking tasks and managing deadlines is second nature to you. You almost never drop balls. You have clear personal systems for managing information and action items -- and you're



excited to learn, maintain, and improve our organizational systems.

Writing and storytelling skills: Whether it's an Instagram caption or a donor report, you draft concise, compelling written materials. You're a natural storyteller who always thinks about tailoring your message to your audience. You keep the big picture in mind, but also sweat the stuff some people might think is small, like mechanics and formatting.

Design abilities: Making things visually appealing is important to you. You're either already fluent in or able to quickly learn tools like Canva, Instagram Stories, and Google Slides. You have a sixth sense for what looks good and stay laser focused on brand consistency across all platforms.

Strategic planning: You have a proven history of taking things from "great idea" to "strong strategy" to "successful implementation." You're able to break down a big goal into key action items and track progress along the way to ensure a successful result. When faced with inevitable problems, you quickly move towards thinking of solutions.

Relationship building: You have genuine enthusiasm for building relationships and are able to form connections with others across lines of difference. Embodying a customer service orientation towards all stakeholders is important to you; you go the extra mile to make people who interact with Small Magic feel valued.

Commitment to equity and antiracism: You recognize ways that race and other identities intersect. You have a deep awareness of your own identities and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, class, and other lines of difference. You understand the historical context for racial inequity (in Birmingham and beyond) as well as its current implications.

While not requirements for application, our experience suggests that the following things might contribute to success in this role:

- Prior experience with social media
- Excitement around learning and implementing a variety of technological platforms
- Experience working across lines of difference
- Demonstrable history of accomplishing ambitious results

WHAT ELSE YOU SHOULD KNOW

Small Magic believes it's essential to cultivate an internal culture that reflects the diversity and strength of the community we serve. We especially encourage job applications from communities that are most impacted by educational inequity. Our organization will not discriminate against any individual based on race, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, or any other factors prohibited by applicable law.

The compensation range for this role is \$49,140 - \$59,160, dependent on demonstrated competency and prior experience. Other benefits include premium health insurance, retirement matching (up to 5% after 3 months), paid time off (30~ days), professional development funds, and a work issued laptop.

HOW TO APPLY

To apply, please visit smallmagic.org/careers