



Small Magic is seeking a *Director of Growth & Development* to lead a number of innovative, high-stakes initiatives. The ideal candidate is a consummate self-starter who operates with empathy while maintaining high standards for both themselves and others.

### **KEY DETAILS**

The compensation range for this role is \$70,070 - \$85,084. The location is flexible, with a preference for Birmingham-based. The organization is open to considering a full time or fractional (25+ hr/wk) hire. 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](http://smallmagic.org).

### **WHAT YOU'LL DO**

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

- Setting the vision, strategy, and goals for large-scale initiatives, managing all aspects of implementation, resource management, progress reporting, and stakeholder engagement
- Creating and editing high-stakes internal and external communications to ensure the highest level of persuasiveness, appropriateness, and polish
- Helping the Executive Director identify priorities and strategically align their time accordingly
- Creating, evolving, scaling and stewarding business processes related to strategic planning; project management; board meeting preparation & follow-up; action planning; fundraising
- Planning, organizing, and running meetings with internal and external stakeholders and owning follow-up action items with impeccable tracking in Salesforce, Asana, and email

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

- Managing the preparation process for new board member onboarding
- Developing an earned revenue strategy for the organization
- Working with an external partner to assess the feasibility of a capital campaign
- Pitching national media outlets on story placement



## **WHO YOU ARE**

To be successful in the role, the Director of Growth & Development will excel in the following areas:

**Self starter attitude:** You're eager and ambitious, and thrive on a challenge. When faced with inevitable problems, you quickly move towards thinking of solutions. You operate with a bias towards action and are motivated primarily by big picture goals, not immediate deadlines or manager requests.

**Executive communication skills:** Whether it's a board deck or talking points, you draft concise, compelling written materials. You don't just write grammatically correct emails--you write emails that get responses. This strength extends to your presence... you're comfortable serving as an organizational ambassador and excel in high-stakes meetings.

**Strategic planning:** You have a proven history of taking things from "great idea" 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. You excel at strategically allocating and managing a wide range of resources.

**Relationship building:** You have genuine enthusiasm for building relationships with key stakeholders and form connections with others across lines of difference. You embody a customer service orientation towards all stakeholders, going the extra mile to make people who interact with Small Magic feel valued.

**Organization and execution:** Tracking tasks and managing deadlines is second nature to you. You rarely drop balls and almost always send a thoughtful follow-up email (formatted par excellence) within 48 hours of the meeting. You have clear personal systems for managing information and action items.

**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, the following things might contribute to success in this role:

- 3+ years of professional experience
- History of accomplishing ambitious results while managing external-facing projects
- Experience working across lines of difference

## **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 \$70,070 - \$85,084, commensurate with demonstrated competency and prior experience. Benefits include premium health insurance, retirement matching (up to 5% after 3 months), paid time off (approximately 30 days), professional development funds, and a work-issued laptop.

## **HOW TO APPLY**

To apply, please visit: [smallmagic.org/careers](https://smallmagic.org/careers)