



# Codman Academy

CHARTER PUBLIC SCHOOL

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Codman Academy is an EL Education charter public school serving 345 students in grades K1-12 in the Codman Square neighborhood of Dorchester, Massachusetts.

Our mission is to provide an outstanding, transformative education to prepare students for success in college, further education and beyond.

We educate the whole student: mind, body, and character. With the city and world as our classroom, we build a school community rich in rigorous academics and daily experiences of discovery. We continue to support our alumni in realizing their potential after graduation.

## ALL CODMAN ACADEMY TEAM MEMBERS BELIEVE IN:

**Rigor and High Quality:** As a small, college preparatory school, we have high expectations for our students and for our staff. We believe in the American Youth Foundation’s mantra, “My own self, At my very best, All the time.” As an EL Education school our school design is informed by EL philosophy; students engage in experiential learning across disciplines. Exemplifying this approach, Humanities Department Chair & Instructional Coach, Sydney Chaffee, was named *2017 National Teacher of the Year*.

**Social Justice and Serving our Community:** We value learning through meaningful experiences that affect our daily lives. We look to be active members in our community and expect the same from our students. AP Environmental Science and Biology Honors Teacher, Ed Yoo, was named a *Green Difference Award Honoree* by Project Green Schools for designing our AP Environmental Science course, collaborating with partners to fund sustainability projects at our school, and integrating coral reef studies into his teaching.

**Integrated Health and Education:** CACPS is co-located with our founding partner, the Codman Square Health Center. Together we’ve formed Codman<sup>2</sup>, an innovative partnership that aims at improving the physical, mental, and socio-emotional health of our community. Our partnership earned the first *Mayoral Prize in Innovation in Health Care*. As a school we also earned the *Gold-Level Massachusetts School Wellness Award* which noted a high level of student involvement in the wellness program, coordination with the Codman Square Health Center, and an exemplary whole school approach to fostering wellness.

## NON-DISCRIMINATION SUMMARY:

*Codman Academy does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of race, color, age, disability, sex/gender, gender identity, religious beliefs, national origin, ancestry, retaliation, sexual orientation, genetics or military status and does not tolerate any form of discrimination, intimidation, threat, coercion, and/or harassment that insults the dignity of others by interfering with their freedom to learn and work.*

**Job Title:** *Director of Strategic Initiatives and Advancement*

**Supervisor:** Head of School

**Start Date/Hours:** July 1 - June 30; 9:00am-5:00pm, Monday through Friday

**Description:** Codman's inaugural Director of Strategic Initiatives and Advancement, designs, leads and implements Codman Academy's resource development strategy in service of the school's mission and vision. In collaboration with school leadership, board members, and the wider school community the Director of Strategic Initiatives and Advancement identifies emerging strategic initiatives, sets fundraising goals and drives communication. Through the identification, cultivation, solicitation and stewardship of key resources (e.g. annual, endowment and capital gifts) the Director ensures that Codman Academy thrives.

**Responsibilities include** (but not limited to):

**Strategic Initiatives**

- Communications
  - Design and lead in implementation of overall external communications strategy (website, social media, newsletters, mailings), in collaboration with Head of School
  - Lead development of external school reports (calendar, annual report, charter renewal application)
  - Develop marketing materials for the school
- Innovation
  - Oversee the development of emerging initiatives, strengthening academic, post-graduate planning, and student support services to advance the school's mission and vision, in collaboration with Head of School and school leadership team
- Strategic Plan
  - Oversee implementation of 5-year strategic plan
  - Lead internal team in implementing and reporting on assigned action steps
  - Provide regular updates to leadership team and Boards
- Advocacy
  - Support political advocacy work of the school, in collaboration with Head of School

**Resource Development**

- Fundraising
  - Design and lead in implementation of overall fundraising strategy (e.g. annual fund, capital campaign, endowment), in collaboration with Head of School and key stakeholders

- Identify, develop, and cultivate major gifts prospects – individual/corporate, government, and foundation, and develop and execute closing, and stewardship, and growth strategies tailored to each
- Oversee Advancement Status Report, tracking monthly benchmarks, monitoring progress against goals, and providing internal and external updates as requested
- Develop annual grant strategy and oversee successful management of all private, state and federal funding, with support from Advancement Associate
- Management
  - Manage and support evolving Initiatives and Advancement team
  - Build and manage Advancement budget
- Board Engagement
  - Foster effective and collaborative communication amongst board members and between the board and senior leadership
  - Coordinate monthly Board of Trustees meetings, quarterly Foundation Board meetings and regular joint committee meetings
- Events
  - Oversee major annual events (e.g. annual event, graduation)

### **General Support**

- Assist with additional school responsibilities

### **Community Engagement and Stewardship**

- We are crew, not passengers, and we uphold that ideal as we support each other in reaching our shared goals.
- Every adult in our community is a teacher and a role model, and we model and implement Expeditionary Learning design principles and core practices to the best of our ability in our roles.
- Advance the educational mission of the school by participating in duties and responsibilities consistent with building, upholding and promoting a strong Codman community.
- We actively value and solicit feedback in order to improve performance.