



PEAK EDUCATION
REACH HIGHER

Assistant Manager of Development and Communication

Location: Colorado Springs, CO

Reports to: Claudia De Santiago, Director of Development

Why Work at Peak Education?

At Peak Education, we're more than a college and career resource—we're a dynamic, mission-driven team committed to unlocking the full potential of students throughout the Pikes Peak Region. We envision a world in which all youth have equal opportunities to reach their dreams, and in which educational attainment and meaningful careers are open to all regardless of their circumstances. We believe that self-determined and fulfilled individuals strengthen our collective future. Since our founding in 1997, Peak Education has been a trusted and engaged force in the Colorado Springs community. What began as a scholarship and support program for a handful of high school students has grown into a full-scale college and career readiness initiative serving over 400 students and families annually. Our deep roots and longstanding relationships with schools and community partners make us uniquely positioned to create real, lasting change.

Job Description

Peak Education is seeking a dynamic and driven **Assistant Manager of Development and Communication** to join Peak Education's Development and Marketing team. To support and strengthen our annual fundraising and donor engagement strategy. This role will be instrumental in deepening community relationships, stewarding donor support, and driving revenue growth through thoughtful storytelling, donor cultivation, and strategic marketing.

Essential Duties and Functions

Annual Giving & Campaign Management

- Collaboration with execution of annual fundraising campaigns, including appeals, events, alumni and donor communications.
- Manage and grow a portfolio of individual donors and prospects, focusing on cultivation, solicitation, and stewardship.
- Implement donor segmentation strategies and targeted communications based on giving history, engagement levels, and interests.
- Collaborate with the Director of Development on revenue forecasting and donor pipeline strategy.

Donor Engagement & Stewardship

- Manage a year-round donor stewardship calendar to maintain engagement and appreciation.
- Plan and coordinate donor appreciation, fundraising events and experiences in partnership with the broader team.
- Maintain up-to-date donor records and fundraising analytics using tools such as donor CRM systems.
- Develop and complete grant program budgets and reports.

Marketing & Communications

- Collaborate on the development and execution of marketing campaigns that enhance Peak Education's visibility and community reach.
- Support the Marketing & Communications Manager by sourcing and organizing scholar and family stories, testimonials, and multimedia content to enhance community-facing messaging.
- Assist with day-to-day marketing tasks including scheduling content, coordinating with vendors or partners, and providing logistical and administrative support across campaigns.
- Contribute to campaign execution (email, social media, mail, etc.) through content formatting, proofreading, and data entry.
- Maintain alignment with brand voice and narrative direction provided by the Marketing & Communications Manager.

Required Qualifications

- At least 2 years of experience in nonprofit fundraising, marketing, sales or donor relations.
- Strong writing and storytelling skills with an eye for detail and donor-centric communication.
- Strong organizational skills and the ability to manage multiple projects and deadlines.
- Understanding of fundraising principles, donor lifecycle, and annual giving strategy.
- Excellent interpersonal and communication skills with the ability to build relationships across stakeholders.
- Ability to collaborate effectively with multiple departments and respond flexibly to shifting priorities.
- Strong organizational skills and the ability to manage multiple projects and deadlines.

Preferred Qualifications

- Experience using data visualization and reporting tools to share impact.
- Proficiency with CRM systems (e.g., Salesforce, GiveSmart)
- Experience managing digital fundraising or marketing campaigns (email, social media, etc.).
- Prior experience in a fast-paced nonprofit, school, or youth-serving organization.
- Experience sourcing or organizing content (e.g., interviews, testimonials, photos) for marketing purposes.
- Some experience designing in Mailchimp/Canva/Adobe Suite.
- Comfort supporting others in a communications role and enthusiasm for uplifting youth and family voices.

Compensation & Benefits

- The expected pay range for this role is the equivalent of \$57,500-\$62,000 annually
- This position is classified as FLSA exempt.
- The expected work schedule is 40 hours per week, with occasional evenings and weekends as needed. Occasional overtime may be required.
- Two health insurance options, including a choice between a high deductible plan with an employer-matched Health Savings Account and a traditional plan
- Dental Insurance
- Vision Insurance
- Life / Disability Insurance
- 403(b) with up to 5% employer match (of employee contribution)
- Nine paid holidays each year

- 20 days of vacation each year
- Seven sick days each year
- Flexible work schedule with the option to work from home one day per week.

Instructions to Apply:

Please submit a resume and cover letter outlining your qualifications and interest in the position to Claudia De Santiago (Director of Development) at HR@peakedu.org . Application consideration is rolling and will remain open until the position is filled. Priority consideration will be given to applicants who apply by Close of Business May 16, 2025.

At Peak Education we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates