

## Director of Development & Communications

### About BEST NC

BEST NC (Business for Education Success and Transformation in North Carolina) is a dynamic and innovative nonpartisan, non-profit organization dedicated to improving education in North Carolina. We are proud to have a membership that includes influential business leaders committed to shaping the future of education in our state. Our mission is to unite business leaders, educators, policymakers, and community members around a shared passion for transforming education in North Carolina; and a belief that every student in North Carolina should receive a high-quality education.

### BEST NC CORE VALUES

- ✓ Student-focused
- ✓ Evidence-based and Solutions-oriented
- ✓ Optimistic & Courageous
- ✓ Collaborative
- ✓ Committed to Continuous Improvement

### Location:

BEST NC's offices are in Cary, NC. We operate on a hybrid work schedule with required in-person attendance 2 days per week, plus key events. The office is open every day for anyone who prefers to work in the office. Limited travel is required to support events, typically day trips within the state and generally not more than one per month on average.

### Position Overview

BEST NC is seeking a senior, development and communications professional to serve as Director of Development & Communications. This role owns BEST NC's voice with its members, board members, policymakers, and the broader education field — managing the full member engagement cycle, leading grant development and reporting, producing the organization's flagship communications, and serving as a thought partner to the President & CEO. If you are an experienced fundraiser and communicator who thrives on relationships and writing, and cares deeply about education, we want to hear from you.

### PRIMARY DUTIES AND RESPONSIBILITIES

#### Member Engagement & Fundraising

- Manage the member engagement cycle: quarterly newsletters, regular one-on-one touchpoints (scheduling and preparing the CEO), identification of new member candidates, membership and board recruitment and retention, and elevating current members to higher member tiers
- Coordinate member events with support from the Programs & Events Manager
- Maintain SFDC (Salesforce) hygiene for all member and donor data

#### Annual Innovation Lab

- Lead planning effort for the Annual BEST NC Education Innovation Lab – including: convening a planning committee to identify a theme, agenda, and speakers
- Work with Programs & Events Manager to execute logistics

## **Board Management**

- Work with CEO to plan content for quarterly board meetings including guest speakers and draft deck
- Provide Board updates on communications, membership, and other development activities

## **Grant Management**

- Own the full lifecycle of general operating and special grants – prospecting, applications, relationship management, and reporting, working closely with staff and consultants to meet deliverables

## **Communications & Content**

- Produce the quarterly member newsletter, annual report content, policy briefs, and monthly Catalyst newsletters (content calendar, content creation, and execution of digital pushes including one-offs) in coordination with policy and graphic design colleagues
- Draft stakeholder emails and biweekly Board updates
- Collaborate with the Programs & Events Manager on event communications, invitations, and recap content

## **QUALIFICATIONS**

### **Required**

- 10+ years of experience in development, member engagement, or fundraising at a mission-driven organization
- Demonstrated grant writing and reporting experience, including general operating and project grants
- Strong portfolio that includes long-form writing (annual reports, grant narratives) and short-form (newsletters, member communications, stakeholder updates)
- Track record of member or donor recruitment and retention, ideally in North Carolina
- Comfortable as a thought partner to the CEO and as a representative of the organization to business and philanthropic executives
- Experience with Constant Contact or similar email platforms
- Proficiency in Salesforce or a comparable CRM
- Bachelor's degree or equivalent experience

### **Preferred**

- Familiarity with AI-assisted drafting tools and willingness to standardize their use
- Background in K-12 or higher education, policy, business advocacy, or a related field

## COMPENSATION & BENEFITS

Compensation is commensurate with experience, within a target range of \$90,000–\$120,000 depending on experience and skills. Benefits include paid vacation leave and holidays, flexible work hours, a SIMPLE IRA contribution, and a contribution toward a flexible benefit of your choice. This is a full-time position that reports to the President & CEO. Please note that BEST NC does not currently offer employer-sponsored health insurance; the salary range above is intentionally set above local nonprofit medians for comparable roles to help offset the cost of individually purchased coverage.

## TO APPLY

Ready to join our extraordinary team and do great work for North Carolina? Please complete the following:

- 1) Submit your application on LinkedIn: [Director of Development & Communications | BEST NC | LinkedIn](#)
- 2) Email your resume and cover letter to [Jobs@BESTNC.org](mailto:Jobs@BESTNC.org) with the subject line **Director of Development & Communications**. Be sure to include:
  - A resume showcasing your skills and experience
  - A cover letter that speaks to your development and communications background and your passion for this work
  - One writing sample (grant narrative, annual report excerpt, or member communication)

Applications will be accepted until Monday, June 1, 2026. BEST NC is an equal opportunity employer and encourages candidates from all backgrounds to apply.

*Join us on the meaningful journey of connecting people, supporting the team, and driving education transformation in North Carolina, while working closely with influential leaders in the business and education sectors. Your dedication and skills can make a significant impact on the future of our state's education system!*