

# Community Development Manager

 Remote

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*The Community Development Manager is pivotal in expanding the reach and impact of CATCH programs, and improving the well-being of schools and children worldwide. This role involves assessing community needs, developing tailored work plans, and securing funding to support initiatives that align with those needs. The ideal candidate will be proactive, empathetic, versatile, and skilled in both community engagement and resource development.*

## ABOUT US

**CATCH Global Foundation** is a 501c(3) that brings high quality, evidence-based health and wellness programs to schools and child care sites across the country, with a focus on communities of highest need. Reaching more than 4 million kids annually, our PreK-12 programs cover topics including nutrition, physical education, social and emotional learning (SEL), oral health, vaping prevention, and sun safety. Learn more at [catch.org](https://catch.org).

While our organization was founded in Austin, TX – where a (slim) majority of our employees still reside – we are a 100% virtual work environment. We have regular in-person retreats (travel/meals/lodging provided) to help us develop and grow together as a team, as well as get to know one another on a more personal level. Day-to-day, you can expect to interface with the rest of the CATCH team via video/voice calls, email, and Slack.

## KEY RESPONSIBILITIES

- **Community Engagement:**
  - Build and maintain strong relationships with school districts (in coordination with CATCH Community Consultants) and other stakeholders in target communities to understand and address local needs in PreK-12 health education.
  - Organize and facilitate community meetings, workshops, and events to gather input and foster participation.
- **Needs Assessment & Funding:**
  - Prospect and develop pipeline of locally-focused funders, including businesses, family foundations, and health conversion foundations.
  - Match identified community needs with priorities and funding opportunities from locally-focused foundations and organizations.

- Develop compelling proposal concepts, draft proposal content, and applications to secure funding, ensuring alignment with both community needs and funders' priorities.
- Secure financial support through gifts, grants, and sponsorships from locally-focused funders.

## QUALIFICATIONS

- Bachelor's degree in Community Development, Social Work, Education, Public Health, or a related field (Master's degree preferred).
- Minimum of 3 years of experience in community development, social services, public education or a related area.
- Strong understanding of school district dynamics and community social issues.
- Proven experience in assessing community needs and securing funding.
- Experience with grant writing and fundraising.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite, Salesforce, and other business applications.
- Flexibility to travel and work evenings or weekends as needed for community events and meetings.

## ADDITIONAL INFORMATION

**Reports To:** Director of Educational Partnerships

**Job Classification:** Full-Time (*Exempt*)

**Location:** Remote

**Salary:** +/- \$60,000 depending on experience, plus an annual incentive of up to \$15,000 based on performance

**Benefits:** 100% employer-covered health insurance (other opt-in benefits available), generous vacation and parental leave policies, company retreats to fun cities around the US (Austin, Denver, Chicago, Nashville), and work-from-home setting with flexible scheduling.

**To apply, please submit a cover letter, resume, and references to [jobs@catch.org](mailto:jobs@catch.org). Applications will be considered on a rolling basis.**