



Senior Manager, Development & Communications

Reports to: Executive Director

Salary: \$70,000 – \$90,000. Commensurate with experience

Hours: Full-time, 37.5 hours/week; flexible work arrangements may be considered

Location: Dartmouth, NS | Hybrid & flexible work environment; regular in-person presence required for team, donor and community engagement

Direct Report: Manager, Marketing & Communications (1)

Deadline: October 5, 2026

Why You'll Love Working at PREP

At The PREP Academy, we believe our people are our greatest strength. We are committed to creating a workplace where employees feel supported, valued, and empowered to make a meaningful impact. Our total compensation package includes:

- Comprehensive health, dental & life insurance (cost-shared)
- Employee Assistance Program
- 3 weeks vacation, increasing to 4 weeks after your third year
- Paid December office closure (typically 3 weeks)
- Paid birthday off
- Summer Hours
- Annual \$500 Professional Development Fund
- Annual \$500 Education Scholarship
- Company laptop & mobile phone

Most importantly, you'll join a passionate, mission-driven team transforming educational outcomes for African Nova Scotian youth across Nova Scotia.

About The PREP Academy

The PREP Academy is a community based registered charity that inspires and prepares African Nova Scotian students for postsecondary education. Our culturally informed programs guide students as they plan, prepare and pursue college, university and apprenticeship pathways directly after high school. Our programs are growing, our impact is being demonstrated, our relationships are expanding, and we are building the organizational capacity required to strengthen and expand our impact serving African Nova Scotian youth and families across the province.



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Position Summary

The Senior Manager, Development & Communications provides strategic leadership for The PREP Academy's fundraising, donor engagement and communications efforts. As a key member of the senior leadership team and trusted thought partner to the Executive Director, the Senior Manager is accountable for growing and diversifying revenue, strengthening donor relationships, and building the strategies, systems and team capacity that support PREP's long-term sustainability.

The Senior Manager will lead PREP's organizational fundraising strategies across individual, corporate and foundation giving, grants, annual giving, major gifts, events and emerging opportunities created by PREP's charitable status. They will lead and manage PREP's donor, funder and prospect portfolio while developing thoughtful strategies to identify, qualify, cultivate, solicit, steward, renew and grow relationships.

For the first time, PREP is bringing Development and Communications together under one leader. This is a fundraising leadership role first: the Senior Manager will provide strategic direction to our Communications team, rather than lead the day-to-day execution of communications. They will help mobilize the team around a more integrated approach to donor storytelling, impact communications and organizational priorities, ensuring how we communicate PREP's work strengthens relationships, demonstrates impact and inspires people to invest in our mission.

This is a hands-on leadership role with creative freedom to bring PREP's relationship-based fundraising philosophy to life and build on the momentum of a growing organization. We're looking for an experienced fundraiser and storyteller who can set the strategy and execute it, someone who can write a compelling proposal, sit across the table from a prospective donor and make the ask, pick up the phone to build a new relationship, steward a long-standing supporter, and lead and empower a team to bring PREP's impact stories to life.

As PREP grows, this person will have the opportunity to build and shape the Development & Communications function, strengthen the team around them, and grow their leadership within the organization.



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Key Responsibilities

- As a member of PREP's senior leadership team, contribute to organizational strategy, annual planning, decision-making and future planning, bringing a Development, Communications and external-relations perspective to PREP's leadership.
- Build and actively manage PREP's donor, funder and prospect portfolio, continually identifying and qualifying new opportunities and developing tailored strategies to cultivate, solicit, steward, renew and grow relationships.
- Personally lead frontline fundraising and relationship development, including prospect outreach, donor and funder meetings, presentations, direct funding asks and follow-ups, partnering with the Executive Director where executive involvement can strengthen key relationships and opportunities.
- Lead PREP's grant development and management, identifying aligned opportunities, writing and submitting compelling proposals, and collaborating across Student Services and Finance to develop strong narratives, budgets, impact measures and timely funder reports.
- Develop and lead PREP's organization-wide approach to donor stewardship and engagement, creating thoughtful and personalized opportunities that deepen relationships, demonstrate impact and support donor recognition, renewal and increased giving.
- Grow PREP's network and presence within Nova Scotia's business, philanthropic and community landscape, proactively developing new relationships, identifying emerging opportunities and representing PREP at donor meetings, community and business events, conferences and other external engagements.
- Provide strategic direction to PREP's Communications team, establishing shared priorities and mobilizing the team to ensure donor storytelling, impact communications, campaigns and external communications strengthen relationships, build awareness and support PREP's fundraising and organizational priorities.



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- Provide thoughtful and intentional people leadership, including clear expectations, delegation, regular coaching and feedback, performance management and reviews, professional development, and opportunities for team members to grow their skills, confidence and leadership.
- Prepare meaningful reports, monitor and analyze fundraising performance, including revenue, pipeline health, donor engagement, renewals, forecasts and progress toward goals, and ensure the donor database is effectively managed and maintained.

Perform other duties as assigned to support PREP's development goals.

Education and Experience

- Degree or diploma in a related discipline, or an equivalent combination of education and professional experience.
- 5+ years of progressive fundraising experience, with demonstrated success generating revenue and building donor relationships.
- Demonstrated experience cultivating, soliciting and stewarding donors, including making direct funding asks.
- Strong grant writing and proposal development experience, with a track record of securing funding and completing funder reporting.
- Experience implementing fundraising strategies, managing donor pipelines and working toward revenue goals and targets.
- People leadership experience, including coaching, performance management and supporting the growth and development of staff.

What You'll Bring

- An exceptional relationship-builder who approaches fundraising with warmth, curiosity, integrity and a genuine interest in people.
- A strong writer and storyteller who can translate complex information and impact into compelling donor communications.
- Strong strategic thinking and judgment, with the ability to recognize opportunities, assess alignment and make thoughtful recommendations.
- Excellent organization, attention to detail and follow-through, with the ability to independently manage multiple relationships, deadlines and priorities without losing sight of the bigger picture.



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- A confident and thoughtful people leader who creates clarity and accountability, empowers others to lead, and invests in the growth and development of their team.
- Comfort building something that is still growing, rather than requiring established systems or a large Development team to be successful.
- Knowledge of or relationships within Nova Scotia's business, philanthropic, nonprofit and community landscape is a strong asset.

Statement of Intention: We are dedicated to empowering and uplifting Black youth in education through our programs, initiatives, and advocacy. While our mission focuses on serving Black students and addressing systemic inequities in education, our team reflects a commitment to diversity, equity, and inclusion across all identities. We welcome and encourage applications from individuals of all backgrounds. Candidates do not need to identify as Black but must demonstrate a deep understanding of and respect for the lived experiences, cultural backgrounds, and unique challenges faced by the students and communities we serve.

How to Apply

Please merge your cover letter and resume into one PDF and:

- send to: hr@theprepacademy.ca
- use the subject header: **Senior Manager, Development & Communications**
- Candidates selected for an interview may be asked to participate in a two part interview process.