



3033 N. Euclid Ave. St. Louis, MO 63115

### **Development Assistant**

**Job Summary:** The Development Assistant provides logistic and administrative support for the organization's development activities with an emphasis on providing support for grant submissions, special events and implementing a donor centered cultivation process.

**Reports to:** Director of Development

#### **Responsibilities:**

##### **FUND DEVELOPMENT**

- Maintain donor database: gift entries, acknowledgement letters, monthly reporting and reconciliation with accounting
- Assist with grant writing and reporting
- Assist with prospect identification, research, and cultivation
- With the development team, establish and meet annual development goals
- Other duties as assigned

##### **COMMUNICATIONS**

- Assist with writing donor communication materials
- Maintain donor relations through phone calls, emails, and letter correspondence
- Support North Sides marketing and communication efforts on Facebook, Instagram, LinkedIn, Twitter, the website and Constant Contact
- Maintain relations with community partners

##### **SPECIAL EVENTS**

- Assist with logistics of annual gala including support with managing guest lists and registration, sponsorship packets and day-of support
- Assist with additional events as needed

#### **Qualifications and Experience:**

- Bachelor's degree
- Related work experience
- Excellent written and verbal communication skills
- Proficiency in Microsoft Suite and G-Suite
- Experience with Donor Management Systems (Donor Perfect experience preferred)
- The ability to prioritize tasks and meet deadlines
- The ability to work both independently and as part of a team



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**Application Instructions:**

Send resume and cover letter to [info@northsidecommunityschool.org](mailto:info@northsidecommunityschool.org) with subject line "Development Assistant Application"

**About North Side Community School:**

- North Side Community School was founded in 2009 and is a public charter school serving prekindergarten – eighth grade.
- North Side serves over 500 students annually.
- The school's recent awards include Public Charter School of the Year, Champion of Education Report, and a What's Right with the Region Award for Promoting Racial Equity and Social Justice
- North Side's philosophy for success is to have small class sizes (15-18 students), high expectations and family involvement
- We are an Equal Opportunity Employer