



Job Title

Development and Communications Associate (Part-time)

Role Summary

This new position is crucial to growing the organization's donor base and revenues in pursuit of the school's long-term goals. The associate will work as the right hand of the Director of Development to generate compelling written and graphic content promoting the school to donors, friends, and the larger St. Louis community. The associate is the primary manager of donor data and reports, photography, and acknowledgments. The associate will play a key role in elevating the school's brand standards and consistent messaging.

Essential Duties

- Communications and Marketing
 - Create and edit compelling, donor-centric content for the website, social media platforms, the newsletter, correspondence, and solicitations
 - Photograph school events and help maintain and organize online photo archive
- Volunteer Recruitment and Management
 - Manage annual tutor and classroom reader recruitment and orientation
 - Manage coordination of in-kind donations and volunteer group projects
- Events Coordination
 - Provide planning and execution support for one major gala annually
 - Provide support for other smaller events primarily through pre-event communications and promotions
 - Track RSVPs and manage payments and acknowledgments processing
- Donor Database Management
 - Enter gifts on a regular and timely basis, then generate and send acknowledgment letters at the same time the gift is entered
 - Generate customized reports, donor profiles, donor/prospect lists, and mailing lists as needed

- Reconcile donation data on a monthly and annual basis with the accountant
- Administration
 - Track inventory and manage the ordering of branded collateral including letterhead, envelopes, and labels
 - Organize and prepare spaces for monthly board meetings, weekly leadership team meetings, and other events/meetings as requested
 - In a timely fashion, post job positions, staff/board updates, board agendas/minutes, parent fliers, and school menus to the website, social media, and onsite locations
 - Other duties as assigned
- Grant Writing and Reporting
 - Edit grant proposals and associated reports as assigned
 - Potentially manage a small portfolio of your own grants

Required Qualifications and Experience

The successful candidate will have the following:

- Bachelor's degree in communications, journalism, marketing, nonprofit management or another field of relevance
- At least two-three years of communications/marketing experience
- A passion for the mission of North Side Community School and racial equity
- An eagerness to build brand awareness and provide excellent customer service to donors and volunteers
- Strong organizational skills online and with paper
- An excellent eye for detail, accuracy, and consistency in text and graphic design
- Familiarity with navigating a donor database and or ability to learn quickly
- Proficiency with G-suite and Microsoft office software
- Proficiency in managing content on Facebook, Twitter, and Instagram
- Basic graphic design skills and familiarity with Adobe Creative Suite preferred
- The ability to prioritize tasks and meet deadlines
- The ability to work both independently and as part of a team
- The ability to handle confidential information with a high degree of integrity
- Excellent cultural awareness and sensitivity to power differentials

Work Environment

This position routinely uses standard office equipment such as computers, phones, and printers. Offices are located upstairs and candidates need to be able to carry at least 20 pounds for supporting and staffing events. Candidate must have a reliable car and valid driver's license.

Position Specifications

Status: Part-time

Hours: 20 per week, flexibility in developing work schedule

Compensation: Hourly wages plus limited benefits

To apply for this position, send a cover letter and resume to Deb Cottin at deb.cottin@northsidecommunityschool.org. In the subject line, please type "Development Job Application."