



St. Louis Public Schools Foundation Development & Communications Associate

POSITION OPPORTUNITY

The St. Louis Public Schools (SLPS) Foundation is searching for a Development & Communications Associate who is passionate about education equity to join a mission driven, energetic office. Daily, we are inspired by the more than 20,000 students we work for, motivated by their determined teachers and called to imagine and pursue the best opportunities for them. We are a nimble and dynamic organization, and seek co-workers who like to work hard, dream big, dive in and celebrate. This administrator will join a five-person team and provide leadership.

ABOUT THE ST. LOUIS PUBLIC SCHOOLS FOUNDATION

The SLPS Foundation exists to ensure that ALL children, no matter the circumstances, have access to a quality education. Established as an independent nonprofit in 1998, the SLPS Foundation serves as a connector between community donors and the Saint Louis Public Schools. Since its inception, the Foundation has raised and distributed more than \$35 million, and been an important catalyst for school improvement and innovation. Currently, the SLPS Foundation raises and distributes approximately \$3 million annually to support four key priorities in the Saint Louis Public Schools: early childhood education, college and career readiness, school leadership development and student wellbeing. For more about the St. Louis Public Schools Foundation, see <http://www.slpsfoundation.org/>.

JOB RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

Help tell the story of SLPS Foundation's critical mission (40%)

- Coordinate SLPS Foundation's marketing and communications activities, including: printed and online collateral; social media strategy and content; newsletters and media promotion
- Work in collaboration with the school district, schools, and Foundation's partners to collect and disseminate success stories and needs to constituents
- Develop and implement an annual communications calendar designed to inform and engage constituents including newsletters, print collateral, social media, and the website.
- Draft and produce compelling development specific materials and packets for donor interactions
- Assist with online fundraising initiatives
- Analyze effectiveness of online giving campaigns and marketing initiatives

Engage in donor and prospect research and support (25%)

- Analyze trends and donor information to inform future strategy.
- Work with operations manager to ensure accurate and consistent donor information systems, timely thank you's and acknowledgments.
- Research and review potential opportunities alongside Development Director

Write and coordinate grants, and (25%)

- Secure priority updates from key stakeholders for grant reporting
- Work with grants consultant to manage grants calendar, deadlines, and reporting
- Coordinate grant proposal templates and submission protocol with the Development Director

Plan and execute events (10%)

- Support the planning and logistics for Foundation's donor-specific events
- Assist with donor stewardship events and donor prospect research

QUALIFICATIONS

We seek a candidate with a minimum of two years of office management experience, knowledge of general accounting procedures, an Associate's degree, and a demonstrated a commitment to and belief in the mission of SLPS Foundation. The ideal candidate will possess exceptional organizational abilities, a disciplined attention to detail, and an ability to simultaneously manage a variety of projects. Someone with a high level of personal responsibility and optimism, sound judgement and discretion, and a customer service mindset will do well. Graduate of or affiliation with Saint Louis Public Schools strongly preferred.

BENEFITS

Competitive salary & benefits include a portion of paid employee health insurance, vision, dental, short and long-term disability, IRA match and life insurance. Strong PTO policy and paid parental leave. Salary range starts at \$43,000.

APPLICATIONS

Candidates should send a cover letter and electronic resume to: admin@slpsfoundation.org

St. Louis Public Schools Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity or sexual orientation. In addition to federal law requirements, SLPS Foundation complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.