



Grant and Communications Associate

JOB TYPE: Full-Time / Year Round / Salaried

TEAM: Mission Advancement

REPORTS TO: Director of Communications

KEY WORKING RELATIONSHIPS IN ADDITION TO SUPERVISOR: Parents, Scholars, Volunteers, and Donors

If you are **passionate about urban youth and education and are a skilled writer**, **St. Marcus School has an opportunity for you**. As a Grant and Communications Associate, you will join an enthusiastic team of skilled fundraising and communications professionals who spend their days opening the hearts and minds of philanthropists to create a world of opportunity for Milwaukee's urban youth. This is your opportunity to join a high-achieving team and use your communications skills to tell the world about the 5-star, Christian education kids are receiving at St. Marcus.

POSITION SUMMARY: The associate will gather and persuasively write stories that highlight how St. Marcus successfully meets its community's needs, to share in print and online. In addition, the individual will work to expand St. Marcus' Foundation grants program. The associate will manage a portfolio of current grants and identify new foundation funding opportunities through research to grow the quantity and capacity of foundation donors. The associate will write clear, and accurate proposals in order to meet yearly fundraising goals and maintain timelines for annual reporting.

QUALIFICATIONS:

- Excellent writing & editing skills
- Passion for education and urban youth
- Alignment with St. Marcus mission and core values - Christ First, Biblical Discipleship, Sacrificial Love, and Radical Expectations
- Ability to write in various styles to fit needs ranging from grant applications to social posts
- Natural multi-tasker who can gravitate from big picture to fine details
- Strong organizational skills to manage multiple grant timelines
- Outstanding interpersonal skills like optimism, judgment, honesty, integrity, perseverance, self-awareness
- Willingness to learn and continue professional development
- Proficiency in Microsoft Office suite, especially Word & Excel
- Familiarity with Google Suite
- Additional Applicable Skills and Background:
 - Video filming and editing
 - Journalism background
- Required criminal history background check, and proof of U.S. citizenship or legal resident alien status

PREFERRED EDUCATION & EXPERIENCE:

- Associate's or Bachelor's degree (Communications, Journalism, Media Studies, Nonprofit Management preferred areas)
- 2 years of journalism, communications, foundation, or grant writing experience or other relevant professional experience

POSITION RESPONSIBILITIES:

- Identify and write compelling stories to share in print, website, e-mails, and social media
- Interview staff, parents, scholars, volunteers, and donors for effective story sharing
- Manage grants process through all stages: research, deadline tracking, site visits, writing letters of inquiry and proposals, database entry, stewardship, reporting, and all other funding requirements
- Research and identify new foundation prospects, to increase revenues raised
- Cultivate relationships with foundation staff
- Follow up on grant proposals to ensure funding success
- Collaborate with the Mission Advancement team on projects and events, as necessary
- Participate in professional development and training sessions
- Perform other job-related duties as assigned

- Flexibility to accommodate occasional evening or weekend work
- BONUS RESPONSIBILITY, but not required: Film and edit quality video content around campaigns/events

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

WORK ENVIRONMENT CHARACTERISTICS/CONDITIONS:

The work environment characteristics described here are not listed in order of importance and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform their duties and responsibilities. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Work is performed in an office setting situated inside a school
- Constant requirements to remain at the workstation for long periods of time
- Frequent requirements to move about the work environment
- Constant requirements to operate a computer and other office productivity equipment
- Constant requirements to effectively communicate via a variety of channels (e.g., in person, electronically, written, etc.)
- Frequent requirements to move various supplies and/or equipment up to a maximum of 50 pounds.

SALARY RANGE: Salary commensurate with experience, range \$40,500-\$49,750

BENEFITS:

St. Marcus offers a comprehensive benefits program to all employees. Employees who work 20 hours or more per week for 5 months or more in the year are eligible for:

- Medical, Vision, and Prescription Drug coverage (100% paid for by St. Marcus!)
- Deductible-reducing Health Reimbursement Account - when enrolled in the Health Plan (100% paid for by St. Marcus!)
- Long-term disability coverage (100% paid for by St. Marcus!)
- Group term life coverage (100% responsibility of employee)
- Dental (100% responsibility of employee)
- 403(b) retirement plan with up to 2% matching, no vesting required, and pre-tax deductions
- 3 Weeks of Paid Time Off to be used for vacation and personal time as this position does not follow the St. Marcus school schedule
- Free Before and Aftercare
- Reduced tuition for children of staff
- Tuition reimbursement for approved career development classes
- 10 Paid Holidays per calendar year
- Blend of office, school, and church work environments
- Annual professional development allocation and professional memberships (Association of Fundraising Professionals or similar)
- Mentorship opportunities
- Opportunity to work in an organization with a standard of excellence, a growth mentality, and a supportive, team-focused environment

TO APPLY: Please send a resume and cover letter to jobs@stmarcus.org.

St. Marcus is committed to a diverse and inclusive workplace. We hire excellent people from a variety of backgrounds.