



**ST MARCUS**  
SCHOOL

## St. Marcus School Staff Writer

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**About Us:** St. Marcus School is one of the highest-performing elementary schools in Milwaukee serving urban youth. We provide a 4-star, high-quality, Christian education to over 1,200 (K3-8th grade) scholars between three campuses, just north of downtown Milwaukee. St. Marcus School is part of the Milwaukee Parental Choice Program and is a leader and advocate for education reform in the city of Milwaukee.

**Position Summary:** As a school staff writer, you will join an enthusiastic team of skilled fundraising and communications professionals. You will be responsible for gathering, persuasively writing, and editing content that highlights how St. Marcus successfully impacts scholar's lives. This person will utilize strategic thinking to craft copy that maintains our brand voice across all platforms, including print, social media, web content, and fundraising appeals. In addition, you will write clear and accurate grant proposals in order to meet yearly fundraising goals, while managing grant timelines and identifying new foundation funding opportunities in order to drive St. Marcus School's mission forward.

**Job Type:** Full-Time/Year Round/Salaried

**Team:** Mission Advancement

**Reports to:** Director of Communications

### **Position Responsibilities:**

- Identify and write compelling, clear, and on-brand content to share in print, website, e-mails, and social media, tailored to different audiences
- Strategize and create copy for donor engagement pieces such as donor appeals, acknowledgments, fundraising emails, grant stories, and newsletters
- Identify and interview staff, parents, scholars, volunteers, and donors for effective story-sharing
- Manage and write grant proposals & reports to meet fundraising goals (includes: research, timelines, database entry, and other funding requirements of foundations)
- Follow up on grant proposals to ensure funding success
- Oversee all fundraising and communications team copy to maintain high-quality content and alignment with the brand voice
- Review, edit content, and provide final proofing on communication and fundraising materials
- Collaborate with the Mission Advancement team and organizational stakeholders to enhance copy quality across all platforms
- Contribute to brainstorming sessions and offer new ideas
- Participate with Mission Advancement team on projects and events, as necessary
- Stay up-to-date on relevant education topics and industry trends
- Participate in professional development and training sessions
- Perform other job-related duties as assigned
- Must be flexible to accommodate 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.*

**Preferred Education/Experience:**

- Bachelor's degree (Communications, Journalism, English, Media Studies, preferred areas)
- At least 2 years of journalism, communications, grant writing experience or other relevant professional experience

**Qualifications:**

- Excellent writing & editing skills
- Strong research and interviewing skills
- Understanding of the creative process and how language and visuals support each other
- Flexibility in creativity, response to feedback, and a willingness to rework ideas or develop new ones
- Ability to write in various styles and voices to fit needs ranging from grant proposals to social posts
- Passion for education and urban youth
- Natural multi-tasker who can gravitate from big picture to fine details
- Strong organizational skills to manage multiple projects at once
- Outstanding interpersonal skills like optimism, judgment, honesty, integrity, perseverance, self-awareness
- Willingness to learn and continue professional development
- Alignment with St. Marcus mission and core values - Christ First, Biblical Discipleship, Sacrificial Love, and Radical Expectations
- Proficiency in Microsoft Office suite, especially Word & Excel
- Familiarity with Google Suite
- Additional Applicable Knowledge, Skills and Background:
  - Video filming and editing
  - Adobe Creative Suite
  - Canva
  - MailChimp
  - Monday.com project management system

**Location:**

- Milwaukee, WI
- The St. Marcus Mission Advancement Team is committed to work-life flexibility (partial remote work negotiable).

**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 the 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.

### **BENEFITS:**

St. Marcus offers health, vision, prescription, and retirement benefits to all employees who work 20 hours or more per week for 5 months or more in the year.

- Health plan that includes medical, vision, and prescription drug coverage. For Full-Time/Year Round/Salaried positions, 100% of premiums are paid by St. Marcus.
- Long-term disability coverage
- Group term life coverage (100% responsibility of employee)
- Dental (100% responsibility of employee)
- Health Reimbursement Account (when enrolled in the Health Plan)
- 403b Retirement Plan with up to 2% matching, no vesting required, and deductions are pre-tax
- Free Before and Aftercare for school aged children
- Reduced tuition for children of staff
- Tuition reimbursement for relevant & approved classes
- 3 Weeks PTO
- 10 Paid holidays
- Blend of office, school, and church work environments
- Annual professional development allocation and professional memberships
- Mentorship opportunities
- Opportunity to work in an organization with a standard of excellence, a growth mentality, and a supportive, collaborative, team-focused environment

**SALARY:** Salary commensurate with experience, range \$43,500-\$51,500

**TO APPLY:** Please send resume and cover letter to [jobs@stmarcus.org](mailto:jobs@stmarcus.org).

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