

Title: Grant and Communications Associate

Reports to: Director of Communications

Purpose: The associate will effectively manage grant processes, write proposals, and manage foundation relationships. The associate will write clear, compelling, and accurate grants in order to meet yearly fundraising goals. The associate will grow the quantity and capacity of independent and corporate foundation donors through proper relationship-building and stewardship. The associate will gather and effectively tell stories that highlight how St. Marcus successfully meets its community's needs.

Essential Functions:

- Manage grants process through all stages: research, brainstorming, deadline tracking, site visits, writing, database entry, stewardship, and reporting
- Grow corporate and foundation grant revenues through research and relationship management
- Digest and share St. Marcus' data (demographics, student performance, alumni outcomes) in grants and communications
- Seek out compelling St. Marcus stories to share in print and online
- Write and edit content for St. Marcus Ministries, including its appeals, e-mails, publications, promotions, Facebook/Twitter/Instagram, newsletters, and website
- Film and edit quality video content around campaigns/events (this skill is an added bonus)
- Assist the Mission Advancement team during projects and events, as necessary
- Participate in professional development and training sessions
- Build relationships with St. Marcus staff, parents, scholars, volunteers, and donors

Qualifications:

- Affirm St. Marcus' mission
- Move between multiple projects in a fast-paced environment while paying attention to detail, remaining flexible, and handling shifting priorities
- Meet project deliverable timelines to ensure timely completion of the larger scope of work
- Tell stories persuasively to ensure the furthering of St. Marcus' mission
- Apply good writing principles to everything published, both print and digital
- Hold familiarity with video filming and video editing programs (this skill is an added bonus)
- Comprehend donor database protocols and workflows
- Possess outstanding interpersonal skills like optimism, judgment, honesty, integrity, perseverance, self-awareness, willingness to learn, attention to detail, and humor
- Stay current in emerging trends, research, media, and technologies regarding fundraising, education and local politics

Education/Experience:

- Associate's or Bachelor's degree preferred, but not necessary (preferably non-profit fundraising/development, communications or journalism focus)
- 1 year of foundation, grant writing, or communications experience preferred
- Experience using donor relationship management software preferred (St. Marcus utilizes Abila Millennium)

Work Environment and Benefits:

- Full-time, salaried position, commensurate with background and experience
- Eligible for health insurance and dental insurance
- Must be flexible to accommodate evening or weekend events
- 3 weeks of paid vacation
- Blend of office, school, and church environments
- Strong dedication to professional development