



Cultural Leadership Job Description

Job Title:	Development and Communications Associate
Status:	Part time at 18-20 hours/week; begins February, 2020; some weekend/evenings
Pay Rate:	\$15-\$20/hour, based upon experience and skills
Reports To:	Executive Director

Position Summary

The Development and Communications Associate will work closely with the Executive Director in the development and implementation of comprehensive fundraising and communications plans to meet the organization's growing revenue and program goals and to strengthen donor relationships. This work involves support for donor cultivation and stewardship, database management, website maintenance, mail and email campaigns, and fundraising events, including creating content communications to support success of fundraising plan via website, e-mail and social media outlets.

Major Responsibilities

Database Management

- Handle all gift entry and donor acknowledgements in ***Donor Perfect***; update donor thank you letters and Highlight pieces quarterly
- Run standard reports to provide donor analysis and improve fundraising results; create other reports as needed
- Manage use of Donor Perfect software for events and program fee collection; generate reports by event and program
- Maintain and update ***Constant Contact*** email addresses

Fundraising Projects

- Manage annual campaign donor mailings and year-end and tax receipt mailings and emails;
- Plan and execute Give STL Day and Giving Tuesday online campaigns;
- Provide staff support to volunteer event chair to plan and implement annual Trivia Night;
- Provide support to Executive Director and volunteer event chair for annual Signature Event.

Communications/Social Media

- Provide support to Program Director for monthly e-newsletter; create fundraising related content.
- Provide support to Program Director for social media outlets; create fundraising related content.
- Update website (***Word Press***) on a monthly basis with input from staff.

Other Duties

Administration and Office Management

- Perform general office duties such as answering phone, ordering supplies and maintaining records
- Open and distribute incoming mail and general email correspondence; manage returned mail
- Manage alumni volunteers and paid interns assigned to development and communications projects
- Other duties as needed