



Seattle Preparatory School Communications and Development Associate

Position Announcement (5/20/21)

School Mission and Description:

Located on North Capitol Hill, Seattle Preparatory School currently serves a co-educational student body of 765 drawn from throughout the greater metro area. Since its founding in 1891, Prep has been consistently committed to excellence in all its programming, with a special emphasis on the formation of students as “men and women for others.”

Seattle Preparatory School seeks a qualified, dedicated professional to serve as its next Communications and Development Associate, a team member and leader who will be committed to animating Prep’s Mission Statement: *Seattle Prep is a Catholic, Jesuit college preparatory school. We embrace the Ignatian ideals that God may be found in all things, that each person is sacred and that we are created to serve others in community. Our mission is to form discerning, transformational leaders who are intellectually competent, spiritually alive, open to growth, loving and committed to justice.*

Job Description

The **Communications and Development Associate** is responsible for assisting with marketing, communication, and fundraising efforts within the broader context of advancing the school’s Jesuit mission and identity.

Essential Functions:

1) As Marketing and Communications Associate (65 Percent):

- Work with Communications Director and Development Office to ensure all published materials meet branding/naming guidelines.
- Support constituent research via LinkedIn and social media (Facebook and Instagram).
- Support school events and initiatives with appropriate communication and marketing efforts that range from print (postcards, signage, brochures, letters, banners) to online (website, PowerPoint presentations, social media).
- Assist with the Alumni Quarterly and Panther Tracks school magazine utilizing writing, editing and research skills.
- Develop social media strategy with Communications Director. Schedule, draft, post social media content. Monitor channels according to communication strategies.
- Support "friend raising" and fundraising events as well as key schoolwide initiatives with appropriate communication and marketing efforts.

2) As Development Associate (35 Percent):

- Assist with all development event logistics: post, and track Eventbrite RSVPs, create event specific emails, organize volunteers for events, assist with registration, signage, set up, and clean up.
- Serve as back-up to Data Manager in updating Raiser’s Edge content.
- Manage calendar for team meetings and school events.

- Work in coordination with Office of Student Life, Community Ministry, Kitchen, Admin Team, and Prep parents to share development supplies.
- Cooperate with Auction Coordinator to provide post SPREE collection of auction related payments and reconciliation of event costs.
- Provide support for staff meetings and events.
- Perform other development tasks as needed.

Qualifications:

- A bachelor's degree in a related field.
- Attention to detail and time management skills.
- Strong collaboration skills (a team player who is comfortable taking initiative).
- Excellent verbal and written communication abilities.
- High level of comfort in exploring, integrating, and utilizing technology in communications and marketing efforts.
- Familiarity with development and/or communications software.
- Experience with email marketing tools, specifically Mailchimp, in handling robust online communications schedule.
- Comfortable with management of data: segmentation, personalization, and analytics.
- Experience with design tools such as canva, fotojet, indesign, photoshop, or illustrator.
- Basic familiarity with CMS (such as Finalsite) in monitoring, managing, and updating website content.
- Knowledge of various social media platforms including Instagram, Twitter, Facebook, and YouTube.

Terms of Employment:

- Annual contract;
- Seattle Prep offers a highly competitive salary and benefit program, commensurate with background and experience.

Application Process:

If you are interested in applying for this position at Seattle Preparatory School, please submit a cover letter, resume, and list of three references to employment@seaprep.org. Please also visit our website, www.seaprep.org, for additional details about Seattle Prep. The application window will close on June 11, 2021.

Seattle Preparatory School does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation or any disability which can be reasonably accommodated in the administration of its educational policies and school administered programs. People with diverse backgrounds are strongly encouraged to apply.