



Waterloo Schools Foundation

Development & Communications Manager (Full Time – 40 hours/week)

Job Description

Position Summary:

The Waterloo Schools Foundation is an independent, nonprofit organization founded to support, enhance, and promote excellent education opportunities in the Waterloo School District.

The Development & Communications Manager will work with the Executive Director to foster a culture of philanthropy in the Cedar Valley that benefits Waterloo's public schools. This person will be responsible for implementing the organization's tactical plan for fundraising and marketing, including annual campaigns, grant writing, and all social media management. This position requires a creative thinker who can work independently and on a team while managing multiple tasks in a fast-paced work environment.

Reports to: Executive Director

Primary Responsibilities

Fundraising & Donor Relations

- Oversees annual fundraising campaigns alongside Executive Director, including coordinating Back to School and End of the Year campaigns
- Assist the Executive Director in developing and managing the major gifts and annual sponsorship programs
- Write grant proposals in collaboration with the Executive Director to private funders, both corporate and foundations, and manage submission of grants to ensure compliance and timely submissions
- Work with the events committee to plan and execute special events
- Input donor information, thank you's, and data into Bloomerang (donor database)
- Monitor and ensure the appropriate follow up occurs with donors and supporters

Marketing & Communications

- Develop and execute awareness initiatives within the district and community
- Manage all social media platforms by developing social media campaigns and creating graphics to engage donors and stakeholders
- Maintain the WSF website, updating information as needed
- Design and write monthly newsletters along with monthly news blog posts
- Create event communications such as save the dates, invitations, e-blasts, programs, and work with other marketing professionals as needed

Operations

- Corresponds with grantees to collect/manage grant applications and reports
- Perform general office support, answer phones, and prepare mass mailings

Required Qualifications

- Understanding and belief in WSF's mission, vision and values
 - Commitment to Diversity, Equity, and Inclusion
 - Ability to write clear, compelling narratives for fundraising and public relations materials
 - Demonstrated experience and comfort in fundraising, communications
 - Valid Driver's License or access to consistent transportation
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- Bachelor's degree in nonprofit management, communications, marketing or related field with 2+ years of experience working or volunteering for a nonprofit organization
- OR**
- Associates degree with 4+ years of experience working or volunteering for a nonprofit organization

Desirable Qualifications:

- Strong interpersonal, written, and oral communication skills
- High level of integrity and confidentiality
- Enthusiastic self-starter operating with sustained energy and showing initiative
- Ability to manage time, task oriented
- Proficiency or ability to gain proficiency in Microsoft Office suite products, Google Suite products, donor database system (Bloomerang), and website management (WIX)

Other Duties: This job description is not designed to cover or contain a comprehensive listing of duties or responsibilities required of the employee. Duties and responsibilities may be subject change.

Additional Information

Employment Status: This is a full time, salaried position. Typical office hours are 8:30-4:30 PM with flexibility.

Compensation: Salary range is \$40,000 - \$50,000 in accordance with demonstrated skills and relevant past success and experience. Includes optional health, dental and vision insurance, 7 paid holidays, and 15 days of paid time off each year.

Apply: Email resume and cover letter to Hannah Luce at h.luce@wcsfoundation.org

Equal Opportunity Employer: The Waterloo Schools Foundation actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. We encourage applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.