



## City Garden Montessori School

### Development and Communications Associate – Job Description

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#### City Garden Montessori School

[City Garden Montessori School](#) (City Garden) is the only Montessori charter school in Missouri, and we are one of the highest-performing charter schools in the state. Our team possesses passion and determination to implement the Montessori approach to educating children in a diverse, public school environment. City Garden is committed to being an anti-biased, antiracist community and seeks others who are passionate about these values. We are committed to continuous learning and growth for adults in the community, to foster excellence for all City Garden children.

Located in St. Louis, City Garden recently renewed its second 10 Year Charter with the state of Missouri. We began in 2008 with 53 students and now have 268 children in preschool through eighth grade. As we grow, we continue to seek individuals to join us who share our vision for academic excellence for all children and holistic Montessori education, rooted in equity and social justice.

#### Development and Communications Associate

City Garden seeks to hire a talented and ambitious individual who will assist programs and activities of our Development and Communications Department which results in significantly growing City Garden's philanthropic support. The Development and Communications Associate will report directly to the Interim Chief Development and Communications Officer (ICDCO)

Overall Responsibilities - Execute the annual development plan with specific areas of responsibility:

- Communications
- Development coordination, including database management
- Events

Communications Responsibilities:

- Develop and implement the strategic communications plan, in partnership with ICDCO, to promote City Garden to various constituencies including parents, donors, friends, and at-large community
- Coordinate City Garden's presence on Facebook, Twitter, Instagram, LinkedIn, and other appropriate social media sites
- Coordinate content editing and management of the City Garden website
- Create, edit, and catalog graphics, photos, and other visual content
- Produce impact reports
- Develop and maintain consistent voice and messaging throughout all communication and media

#### Development Responsibilities:

- Assist the Interim Chief Development and Communications Officer execute appeals for the Annual Fund by coordinating direct mail and digital solicitations
- Collaborate with Interim Chief Development and Communications Officer to executive Capital Campaign strategic planning, qualification, cultivation, solicitation, stewardship, communications, events, etc.
- Manage data entry and maintenance of Bloomerang, City Garden's donor database
- Prepare acknowledgement letters and standard stewardship efforts, run queries and edit/update data
- Coordinate with Administrative Coordinator to reconcile gift data with business office general ledger on a regularly scheduled basis
- Serve as the office liaison to a wide range of vendors
- Set up and maintain paper and electronic filing systems for records, correspondence, and other materials
- Coordinate and assist donor stewardship efforts
- Provide in-person, phone, and email support to respond to donor inquiries, accept gifts, fulfill information requests, and answer general questions

#### Event Responsibilities:

- Manage and execute development events
- Work with the development team to draft and send event invitations, maintain guest lists, prepare materials and supplies, coordinate catering, staff events, and coordinate post-event needs
- Create event materials for direct mail (printing and mailing), email, online, brochures, posters, etc.
- Support the planning and execution of annual Gala (this year's gala will be a virtual experience called *Bloom Anew*)
- Assist, recruit, and train event volunteers
- Track solicitations, solicit sponsorships and auction items, and work on other efforts as needed

#### Qualifications – Required

- Three years of progressively responsible relevant experience in a nonprofit setting
- Proficiency in Microsoft Office suite
- Excellent communication and organizational skills
- Proficiency in social media platform management
- Proficiency in blog content management, search-engine optimization, etc.
- Experience in website content administration
- Excellent writing skills
- The ability to work independently but also serve as an effective and productive team member
- Limited night and weekend work required

#### Additional Skills and Requirements

- Experience using database management software
- Experience using event registration programs
- Experience with email marketing platforms, i.e., Bloomerang, Constant Contact, MailChimp, etc.
- Experience with print, graphics, and presentation programs, i.e., Publisher, PowerPoint, Adobe Creative Cloud
- Requires ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution
- Requires a vehicle and a valid driver's license

Additional Information: Position is full-time, 12-month, exempt position. Employee will be eligible for health, retirement and vacation benefits. This position requires some evening and weekend hours.

## COMPENSATION AND BENEFITS

This position offers a salary range of \$45,000 to \$55,000. More details can be provided upon request.

## What It's Like to Work at City Garden

Our work is a calling. We are implementing a very unique, specialized approach to education. City Garden is also much more than a school—we have a deep commitment to do “whatever it takes” for our children and families, and we educate our children in the context of an active, vibrant, diverse community. All of this requires a special kind of commitment. Staff must also have a high level of cultural competence, and be committed to constant growth in this area.

Our work requires being coachable, an ongoing desire to learn and a sense of egoless-ness. Our work is not easy. Our guides (teachers) individualize curriculum for every student, and have mixed age groupings. We are constantly aligning Montessori with the Missouri Learning Standards, and we strive to implement the Montessori approach with fidelity while meeting the requirements of teaching in a public school. Administrative and support staff must be able to think “outside the box” and have a relentless commitment to creating new ways of doing things that lead to equity.

Our work requires flexibility, independence and initiative. We are a young organization; things change fast, and we are still developing programs, systems and structures. We are looking for people who are excited to create, innovate, and constantly learn new things!

Our work is profoundly rewarding! Our children love to come to school. They are joyful, funny and engaged, and they love the adults at City Garden. We have an incredible community of support beyond our walls which includes parents, neighborhood residents, other organizations, businesses, foundations, corporations and many individuals who believe in us and our mission.

## To Apply

Please apply by submitting your resume and cover letter to [jobs@citygardenschool.org](mailto:jobs@citygardenschool.org). For any questions about this position or to speak with someone about your interest, please contact Cassidy Flynn, Interim Chief Development and Communications Officer, at [cassidy.flynn@citygardenschool.org](mailto:cassidy.flynn@citygardenschool.org).

City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.