



## The Steppingstone Foundation Position Description

**Position Title:** Donor Communications Associate

**Reports To:** Chief Advancement Officer

### Position Summary

The Donor Communications Associate works closely with the Chief Advancement Officer and the Manager of Donor Relations to develop and implement comprehensive communications to increase organization visibility and support fundraising. This position will also work closely with the Director of Events & Donor Engagement.

### Responsibilities

The candidate for this position must be able to create text and materials that effectively communicate with our stakeholders—including donors, staff, supporters and community members.

- Manages production of annual appeals, newsletters, and the annual report
- Meets regularly with members of the program staff to collect data, anecdotes, and other information to stay current and connected
- Creates and manages communications calendar to ensure timely distribution of print and electronic materials
- Manages website to ensure it remains compelling, visually engaging, and relevant
- Oversees vendors on printed and electronic materials, including website, photography, video production, etc., as appropriate
- Manages and updates social media platforms - strategically engaging audiences, and identifying new ways to increase engagement and followers
- Designs and produces invitations, brochures, one-pagers, donor reports, and other materials as needed to support individual and institutional donor relations
- Designs email marketing campaigns and online fundraising drives
- Ensures brand consistency internally and externally
- Executes donor and alumni mailings
- Supports presentations for internal and external audiences
- Supports public relations efforts

### Qualifications

- Cross-cultural sensitivity and experience working with diverse populations
- Demonstrated commitment to educational equity and college access

- College graduate with a degree or equivalent work experience in communications, fundraising, English, journalism, marketing or related field
- Highly organized, strong attention to detail, results oriented
- Exceptional verbal, written, & presentation skills
- Strong editing skills
- Proficiency in Microsoft Office computer programs, especially PowerPoint
- Design/layout experience with programs such as Canva and InDesign
- Knowledge of electronic media such as web sites, e-newsletters, social media, & other web platforms
- 2-3 years of experience preferred

**To Apply:** Please email your resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, and how you learned about this position, to Human Resources at [jobs@tsf.org](mailto:jobs@tsf.org). Applications will be reviewed on a rolling basis. Please include **“Donor Communications Associate”** in the subject line of your email. Resumes without a cover letter will not be considered.

*The Steppingstone Foundation is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, or handicap, as defined by law.*