



ST. MARTIN'S *-in-the-field*
EPISCOPAL SCHOOL

Job Opening: Marketing and Development Associate

St. Martin's -in-the-Field Episcopal School, a small and vibrant community dedicated to nurturing the growth and development of young children, is seeking an enthusiastic and dedicated Marketing and Development Associate to join our administrative team. St. Martin's-in-the-Field Episcopal School is an accredited, co-educational independent day school in Severna Park, MD, enrolling 230-250 students (Preschool-8th Grade). St. Martin's promotes a love of inquiry, a sustaining faith, a call to service, and a generous spirit open to new ideas. Our school encourages each individual to grow in Confidence, Compassion, and Character.

Position: Marketing and Development Associate

This position is a 12-month, part-time position, 34 hours and five days per week. Hours will be flexed during event weeks to accommodate presence at events, which may occur on select evenings and/or weekends.

Location: St. Martin's -in-the-Field Episcopal School, Severna Park, MD

Start Date: Immediate

Job Description:

The Marketing and Development Associate, under the direction of the Director of Development and Marketing, is responsible for creating and implementing the marketing and communications strategy for branding and admissions. This individual will also provide critical administrative and operational support in Development to ensure the efficient functioning of fundraising and engagement activities, including events. The ideal candidate will be highly organized, detail-oriented, possess excellent communication and interpersonal skills, and maintain a high level of professionalism and confidentiality.

Key Responsibilities:

Marketing and Communications

- Working with the Director of Development and Marketing, create and implement the marketing and communications plan for the year; develop content in support of admissions, school-wide communication, and branding, including print and digital advertising, social media content, and direct mail
- Serve as a Social Media and Communications Team member, producing select posts
- Produce school-wide e-communications (outside of the weekly parent e-newsletter), such as Head of School messages, school-wide announcements, and development-focused announcements for the Annual Fund and Gala

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- Maintain website content including annual staffing updates, annual photo refresh, and other content updates, as needed; assist with developing web pop-ups for the Annual Fund campaign, admissions events, and Gala & Auction per the direction of the Director of Development and Marketing, and Director of Admissions
- Assist with marketing and material preparation for school-wide events like Graduation, Grand-Friends Day, and Parent Socials
- In collaboration with the Director of Marketing and Development, prepare press releases to local media outlets

Development and Event Support

- Assist the Director of Development and Marketing in planning, implementing, and executing fundraising and stewardship events, including the annual Gala and Auction, Grand-Friends Day, Volunteer Thank You event, and other programs
 - Facilitate silent auction organization, including business solicitation and entering images and descriptions in event software
 - Participate in outreach to community for raffles and donations
 - Assist with marketing the event including auction signage, fliers, and other materials
 - Partner with team on day-of needs from beginning to clean-up
- Assist with the preparation of communication, as necessary, for marketing the Annual Fund campaign
- Assist with community engagement efforts as needed
- Update FACTS Giving records and Greater Giving records with pertinent information, as necessary; for events, enter and extract attendee information in event platforms
 - Assist with data and gift entry in the giving database, especially at high volume times
 - Assist with updating donor records, ensuring data accuracy and integrity
- Assist with the preparation and mailing of pledge reminders
- Assist with the preparation of donor acknowledgements, thank you letters, and other donor correspondence, as needed

Qualifications:

- A Bachelor's degree, preferably in marketing or communications
- Minimum of 1-3 years of work experience in development, marketing, and/or communications
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) is required.
- Proficiency with Canva, WordPress, and Google Suite is preferred.
- Experience with CRM databases (i.e., FACTSGiving, Raiser's Edge, etc.) is highly desirable.
- Highly organized with excellent time management skills to prioritize tasks and meet deadlines
- Exceptional attention to detail and accuracy



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- Exceptional communication and interpersonal skills, including writing skills
- Professional demeanor and ability to interact effectively with donors, alumni, parents, faculty, and staff
- Ability to maintain confidentiality and handle sensitive information with discretion
- Ability to work collaboratively and be flexible with a willingness to adapt to changing priorities
- A commitment to the school's Episcopal values and inclusive environment

Physical Demands:

The position requires the ability to perform various physical tasks, including walking, climbing stairs, running, standing, bending, reaching, and the ability to lift up to 50 lbs. Candidates must be able to actively participate in all activities related to the role.

How to Apply:

Interested candidates should submit a cover letter, resume, and three professional references to chanson@stmartinsmd.org. For more information about St. Martin's -in-the-Field Episcopal School and our programs, please visit <https://stmartinsmd.org/>.

Compensation:

Compensation aligns with AIMS medians for comparable schools. We offer a full range of benefits including health, dental, and vision, 403b, paid time off plus school holidays.

More About St. Martin's

Mission Statement: We seek to inspire in students a love of inquiry, a sustaining faith, and a generous spirit open to ideas, peoples of the world, and a call to service. At our Episcopal school, students discover who they are as learners, leaders, and friends. We create a welcoming community encouraging each individual to grow in **Confidence, Compassion and Character**, grounded in the knowledge that each is a child of God.

Statement of Inclusion: We seek to embrace and promote diversity among our students, faculty, administration and trustees. Our learning community recognizes and respects the diversity of modern society; we provide our students with opportunities to gain exposure to a multicultural curriculum that celebrates individual differences. All students are considered without regard to gender, race, sexual orientation, religion, and national or ethnic origin.

Employment Philosophy: St. Martin's-in-the-Field Episcopal School is an equal opportunity employer. The School does not discriminate on the basis of race, national or ethnic origin, religion, gender, disability, or sexual orientation in the administration of its education programs, admission policies, employment practices, financial aid programs, or any other school programs or activities. St. Martin's is committed to an equitable program and a diverse faculty and student body. We actively seek candidates from diverse backgrounds.

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