



Development Associate

Primary Function: Cornerstone Schools of Washington DC is seeking an enthusiastic and detail-oriented Development Associate to join our team. This entry-level position will support the development office by assisting with event management, creating social media content, and strategizing communication efforts for donors.

Responsibilities

- Collaborate with the Director of Philanthropy to develop digital and print content to strengthen Cornerstone Schools donor communications and expand audience reach.
- Develop creative and engaging content for social media platforms (e.g., Facebook, Instagram, Twitter) to promote school events, achievements, and programs.
- Create and maintain a content calendar for social media posts, ensuring consistent messaging.
- Coordinate with school staff and administrators to gather information and stories for donor communications, newsletters, and marketing materials.
- Learn the Bloomerang CRM to support donor database management and reporting
- Support the development of targeted communication strategies to reach donors through various channels.
- Maintain the school's website content, ensuring accuracy and relevance.
- Assist in planning and executing events for the development office

QUALIFICATIONS

- Associates or bachelor's degree in marketing, communications, public relations, or related field (or equivalent experience).
- Strong written and verbal communication skills, with the ability to create compelling and persuasive content.
- Proficiency in social media management and analytics tools
- Detail-oriented with excellent organizational and time management skills.
- Experience with event planning and coordination is preferred.
- Ability to work independently and collaboratively in a fast-paced environment.
- Aligns with the Cornerstone statement of faith and is a member of a Christian church with concurrent theology

SCHEDULE AND LOCATION: This is a hybrid part-time non-exempt position of an average of 20 hours per week with weekly visits to the school campus starting in July 2024.

REPORTING: This position reports to the Director of Philanthropy