



Development Communications and Events Coordinator

Located in McKinley Park, Namaste Charter School is an innovative Kindergarten-8th grade Chicago public charter school combating the diverse challenges facing children living in local underserved communities. Namaste promotes curiosity and lifelong student success by implementing and sharing a holistic educational model which combines health and wellness with academic rigor, in a safe and inclusive environment. Each Namaste practice is purposefully implemented to improve student academic performance, promote positive physical and mental health outcomes, and ensure student success in high school, college and beyond.

We are looking for a Development Communications and Events Coordinator to support our marketing efforts, coordinate special events and become a core team member of the school's Development Department. Successful candidates will demonstrate exceptional event management skills, resourceful thinking, and strong multimedia communication skills.

Characteristics:

- Results-focused, highly organized self-starter who works effectively with others as well as independently
- Ability to confidently manage a high-volume, deadline-driven workload with poise and optimism
- Superior writing and story-telling skills used to create inspirational and compelling content
- Social media savvy; experience using marketing campaign tools
- Problem-solver with ability to modify best practices to fit Namaste's resources and needs
- Ability to work effectively and collaboratively with major donors, board members, staff, and volunteers

Qualifications:

- At least 2 years of event coordination experience
- Proficiency in Google and Microsoft products (e.g. Drive, Docs, Sheets, Word, and Excel)
- Know-how in managing Facebook, Instagram, and Twitter business accounts; familiarity with other social media platforms a plus
- Experience with managing donor/customer databases (i.e. DonorPerfect, Salesforce, Raiser's Edge)
- Proven skill in developing and maintaining donor/client and volunteer relationships
- Non-profit fundraising and/or marketing experience preferred; for-profit experience welcomed

Communication and Outreach Responsibilities:

- Write and design annual on-line/direct mail appeals
- Write and design quarterly e-newsletters, e-updates and annual report
- Create customized pitch decks and other presentation materials
- Oversee marketing materials, ordering and printing
- Unearth compelling student stories highlighting Namaste achievements
- Lead social media engagement with weekly posts and build an engagement calendar to increase visibility
- Act as secondary point person for website management and event registration pages
- Work with school leadership to support dissemination programs that share best practices with the wider-educational community

Event Coordination Responsibilities:

- Manage event plans and act as primary contact for all fundraising and cultivation events, including the annual Casino Night fundraiser, Namaste in Action and other programs on and off-site
- Help create event strategies to engage stakeholders, raise awareness and build donor engagement
- Engage with board members, school leadership, staff, and volunteers to coordinate events



- Plan and execute annual fundraising event in partnership with Namaste’s Associate Board, providing direct support for event planning and committee coordination, including vendor relations, logistics, invitations, and list management
- Assist with planning and executing dynamic, mission-centered activities and events for individual donors in partnership with the board of directors and school leadership team
- Support the solicitation of corporate and individual event sponsorships through volunteers and leadership staff and track the outcome of event solicitations
- Oversee the production of event-related work plans, timelines, print materials and correspondence
- Monitor event budgets and ensures income and expenses are within budget
- Perform other duties as assigned

Other Department Support:

- Maintain DonorPerfect online database of school gifts and grants
- Draft and execute donor acknowledgement letters
- Assist in managing Namaste Associate Board and work with leadership to plan agendas
- Engage student ambassadors in development work, preparing them for successful interaction with donors

This is a full-time, year-round position. Annual salary and benefits are competitive and commensurate with experience. Applications will be accepted on a rolling basis with a goal of hiring the right candidate ASAP. To apply, email your resume and introduction letter and/or video to development@namastecharterschool.org.

Work Environment:

The Development Department operates within the administrative office of the school. The Communications and Events Coordinator will share an office space with the Development Manager. Work hours are generally Monday thru Friday, 8:30a – 4:30p. Flexibility around pre-scheduled special events and fundraising initiatives will be required. Occasional local travel will be required.

Namaste is an equal opportunity employer.

We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.