

Job Title: Specialist, Development and Marketing
Work Year: 261 days
Department: Aurora Public Schools Foundation
Reports To: Executive Director, Aurora Public Schools Foundation
Salary Range: 40
Starting Salary: \$22.51

Summary: The Development and Marketing Specialist of the APS Foundation will work closely with the Executive Director to develop and execute the organization's fundraising, communications, marketing, grant and scholarship programs, special events and other projects as needed to advance the organizations vision and mission.

Essential Duties and Responsibilities

Daily	25%	Work with the Executive Director and Board in developing and implementing comprehensive and measurable fundraising plans which include specific goals, identification, cultivation, solicitation, stewardship and engagement of current and potential corporate, foundation and individual donors.
Wkly	10%	Ensure proper stewardship through producing and delivering correspondence and reports of impact and outcomes for all APS Foundation donors.
Wkly	5%	Prepare acknowledgement letters and maintain donor database.
Wkly	5%	Work closely with the Foundation's accountant to ensure all donations are processed in a timely manner.
Mnthly	5%	Work with the Executive Director and Board to articulate APS Foundation's vision, mission, and strategic initiatives.
Wkly	10%	Manage communications efforts with key constituents such as volunteers, funders, media, corporate partners, the APS and Aurora community.
Mnthly	5%	Maintain email and mailing lists.
Wkly	15%	Develop content and execute social media updates (Facebook, Instagram Twitter, YouTube, etc.), website updates, email marketing campaigns, electronic newsletters, press releases, fund development collateral, event invitations, annual reports, data sheets, and surveys.

Mnthly	5%	Support the Executive Director and APS's Grants Department research necessary data and program information to ensure timely submission of major grants and reports to foundations.
Qrtly	5%	Work with the Executive Director and Board to develop and execute fundraising events including logistics, volunteer recruitment and marketing.
Wkly	5%	Manage scholarship programs.
Daily	5%	Perform other duties as assigned.

EDUCATION AND TRAINING:

Bachelor's degree or equivalent advanced training in business, marketing or a related field.

EXPERIENCE:

Over 2 years and up to and including 5 years of experience in fundraising and development with demonstrated experience in marketing and communications

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Excellent oral and written communication skills with ability to adapt communications towards appropriate audience. Dynamic self-starter who is highly motivated, comfortable in taking initiative, establishes priorities, complete complex assignments independently in a timely manner, and adapt quickly to changing needs. Comfortable maintaining databases and creating queries and reports. Ability to develop and implement systems and manage multiple projects. Strong research skills including fact checking and information gathering. Communicate with diverse audiences with responsibility, integrity, confidentiality and sensitivity. Must be able to work some evenings and weekends at events and functions.

CERTIFICATES, LICENSES, & REGISTRATIONS:

None required.

SUPERVISION/TECHNICAL RESPONSIBILITY:

This position has no supervisory responsibilities.

SAFETY TO SELF AND OTHERS:

Medium exposure to self to repetitive motion injuries due to keyboarding.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT:

The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to coordinate, compute and use interpersonal skills. The employee is frequently required to communicate. The employee is occasionally required to compare, analyze, copy, instruct, synthesize, evaluate, compile and negotiate. Apply Online for this position [here](#).

TO APPLY:

Apply online for this position [here](#).