



## Annual Giving Coordinator - Join Us!

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### Join St. Marcus as Our Next Annual Giving Coordinator

#### ABOUT ST. MARCUS

St. Marcus is one of the highest-performing elementary schools in Milwaukee, serving urban youth. We provide a 4-star, high-quality, Christian education to over 1,200 (K3-8th grade) scholars between three campuses, just north of downtown Milwaukee. St. Marcus School is part of the Milwaukee Parental Choice Program and is a leader and advocate for education reform in the city of Milwaukee. Explore our mission at <https://www.stmarcus.org/>.

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#### POSITION SUMMARY

At St. Marcus, generosity fuels transformation. We're looking for a passionate, mission-driven Annual Giving Coordinator to cultivate relationships, drive key donor programs, and empower our supporters to deepen their impact on scholars, families, and our vibrant school community. If you're energized by purpose and love building lasting connections, this could be your calling!

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#### KEY RESPONSIBILITIES

##### Program Leadership

- Adopt-A-Classroom: Design and coordinate donor experiences with teachers and students.
- Discover America: Lead scholar letter-writing campaigns and collaborate on funding strategies.
- Family Empowerment: Develop and execute fundraising strategies for programs that support families with coaching, financial literacy, mentorship, and more.
- Annual Appeals: Drive strategy, segmentation, and outreach for multi-channel campaigns (Back to School, Giving Tuesday, End-of-Year, etc.).

##### Donor Engagement & Fundraising

- Manage a portfolio of entry to mid-level donors—cultivating relationships through personalized touchpoints.
- Coordinate campus tours and other engagement opportunities.
- Lead development of a monthly giving program, as well as employee and alumni giving initiatives.
- Monitor, analyze, and report on campaign outcomes.

##### Team Support & Collaboration

- Serve as a key member of the Mission Advancement Team.
- Support donor-facing events and assist with team-wide initiatives as needed.

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### MINIMUM QUALIFICATIONS:

- Bachelor's degree and 2+ years of experience in advancement or nonprofit fundraising
- Strong proficiency in Microsoft Office, Google Suite, and donor databases
- Alignment with St. Marcus Christian mission and Core Values: Christ First, Biblical Discipleship, Sacrificial Love, and Radical Expectations
- Background check and proof of legal work eligibility required

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### BENEFITS

- 100% employer-paid health, vision, prescription, and long-term disability coverage
- Dental, life insurance, spousal insurance, and child(ren) insurance
- 403(b) retirement plan with employer matching, no vesting required, and pre- and post-tax deductions
- Generous PTO (3 weeks) and 10 paid holidays
- Paid Parental and Medical Leave
- Annual professional development
- Mentorship opportunities
- Free tuition for children of staff
- Free Before and Aftercare
- Tuition reimbursement
- A dynamic, faith-driven, high-performing work environment that prioritizes collaboration and excellence.

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### SALARY RANGE

\$43,500 - \$51,500, based on experience

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### LOCATION

On-site at our North Avenue Campus

Full-time / Salaried / Exempt

Typical hours: 8:00 AM - 5:00 PM, with occasional evenings and weekends

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### HOW TO APPLY

Please email your resume and cover letter to: [denise.sneide@titustalent.com](mailto:denise.sneide@titustalent.com) by Monday, July 28. St Marcus is committed to a diverse and inclusive workplace and welcomes applicants from all backgrounds.