



Position Title: Development & Communications Coordinator

Location: San Francisco, CA

About SMART

SMART (Schools, Mentoring and Resource Team, Inc.) champions education equity by supporting students in overcoming systemic barriers on their journey to a college degree. We envision a community with equitable pathways to college graduation for every student in San Francisco. SMART provides a unique twelve-year continuum of support that starts in 4th grade and extends through college, including school support, after-school enrichment, summer programming, college prep, and college persistence support. As a result, SMART Scholars are more than four times more likely to graduate college when compared to their peers. Furthermore, while only 21% of low-income students who enter college will graduate within six years, SMART Scholars are currently persisting at a rate of more than 80%.

SMART's Values:

- **Community:** We build a community that celebrates diversity, thrives on teamwork, and appreciates everyone's contributions. Through community, we are stronger.
- **Equity:** We are committed to systems and processes that are just, fair, and inclusive, enabling all people the opportunity to belong, participate, and reach their full potential.
- **Empowerment:** We believe the path to empowerment and self-advocacy is through the encouragement, support, and guidance of those around us.
- **Learning:** We believe education and life-long learning enhance our understanding of our world, our place within it, and provide the tools to change it. Through embracing challenges and learning opportunities, we make progress.
- **Joy:** We center joy in our community and practice. We view joy as an act of liberation, which unleashes creativity, strengthens relationships, and propels the work that we do.

Position Description

The Development & Communications Coordinator is a key member of the development and communications team, and reports to the Senior Director of Development & Communications. The primary responsibilities of the Development & Communications Coordinator include gift processing, donor data management, supporting foundation grant management, assisting the coordination of the organization's external communication (website, social media, email, mailing, print materials), and overall departmental support where needed. This is an ideal position for someone beginning a career in nonprofit development, communications, and marketing, with a particular interest in youth development and education.

Responsibilities include (but are not limited to):

Development:

- Process gifts, including record updating, donor acknowledgment, and gift recognition.
- Maintain and update donor database and ensure data integrity.

- Coordinate fundraising appeals, including drafting content, merging constituent data, printing, compiling pieces, and coordinating email reminders.
- Conduct prospect research to identify new potential supporters.
- Conduct fundraising activities with an asset-based approach to the communities we serve.
- Assist with planning and execution of development events.
- Assist with other management and office-related projects as requested.

Communications:

- Coordinate external emails to stakeholders, including drafting content, constituent data maintenance, and tracking.
- Assist with updating content on the organization's website.
- Create and deliver content through the organization's social media channels.
- Practice ethical storytelling in SMART communications, incorporating the diverse voices within the SMART community.
- Assist with the development of other external materials, including the Annual Report, newsletters, videos, photos, and other materials.
- Maintain and update the photo library, ensuring events are photographed, and that photos are uploaded, stored, and tagged.
- Coordinate with external agencies and vendors as needed to obtain and share necessary project deliverables.

Experience and Competencies:

- Bachelor's degree required.
- Curious, able to problem-solve, and work collaboratively on joint projects and individually as needed.
- Strong organizational skills, with a strong ability to set priorities and manage multiple detail-oriented tasks.
- Ability to tell compelling stories and develop engaging content with creativity and purpose.
- Passion for issues of educational equity for students from underserved communities.
- Understanding of and experience with social media platforms.
- Fluent in Microsoft Office Suite.
- Two years of professional experience, with a focus on nonprofit fundraising and/or communications preferred.
- Experience with solutions and interfaces such as WordPress, Salesforce, Campaign Monitor, and Adobe Suite desired.

Additional Workplace Expectations:

- This is a full-time hourly non-exempt position.
- Occasional evening work required.
- All SMART employees must be up to date on vaccination for COVID-19.
- SMART employees currently work on a hybrid schedule - three days per week at our office in San Francisco and two days per week remote.

Compensation and Benefits:

- Annual starting salary range for this position is \$28-30 per hour, depending on experience.
- SMART is also proud to offer additional competitive benefits, including: 13 paid holidays, generous paid time off policy and parental leave policy, week-long office closures during winter holidays and during summer, three department wellness days, 100% coverage of employee medical, dental, and vision insurance (and 50% coverage of dependent coverage),

reimbursement for cell phone and home internet, professional development stipend, employer sponsored life insurance and long-term disability insurance, and access to pre-tax benefit programs such as commuter benefits, flexible spending accounts, and a 401K account.

How to Apply:

- Please submit a thoughtful cover letter and resume to Kelly Brian Shea, Senior Director of Development and Communications, at careers@thesmartprogram.org.
- Please write your name and the title for this position (“Your Name – Director of Finance and Operations”) in the subject line of your email.
- Due to the volume of applications we receive, please no phone calls.
- Deadline to apply: Applications accepted until position is filled.

SMART is an equal opportunity employer and encourages applicants from all racial, ethnic, and religious backgrounds, national origins, sexual orientations and genders. Learn more about SMART’s commitment to equity, inclusion, and diversity at www.thesmartprogram.org/equity