Development & Communications Coordinator

Our Vision
We envision a thriving, collaborative, and inclusive community that is powered by a STEM-capable ecosystem.

Our Mission
Cultivate impactful partnerships and learning pathways that inspire and prepare all youth for a STEM-enabled future.

Salary Grade: Grade 2 - Coordinator I
Salary Grade Range: $40,000 – $45,000
Location: Tulsa, OK; Hybrid
Full or Part Time: Full-Time
FLSA Status: Non-Exempt (OT eligible)
Supervisory: No
Reports to: Director of Development
Date Opened: November 20, 2026

Position Description

This role keeps Tulsa Regional STEM Alliance (TRSA)'s fundraising and communications work moving. This role supports the people who raise money for TRSA and the people who tell its story, and it connects the two: the same student story, photo, or data point often ends up in a grant report, a donor email, the newsletter, and a social post.

Reporting to the Director of Development, the Coordinator handles the day-to-day execution behind donor stewardship, grants, events, and TRSA's communication channels. Communications priorities, brand standards, and the editorial calendar are set by the Director of Operations, who provides direction on communications work. Time is split roughly evenly between development and communications, with the balance shifting during campaign and event seasons such as Flight Night in September and year-end giving in November and December.

This is a good fit for someone early in their career who writes well, notices details, likes having many projects in motion, and wants to learn how a growing nonprofit raises money and builds relationships. Occasional evening and weekend work and local travel to TRSA events are expected.

Position Responsibilities

- **Fundraising and Development Support** (about 50%)
  Examples of responsibilities include but are not limited to:

- **Donor records and prospect research:** Enter gifts and pledges in CRM (Bloomerang), keep donor and sponsor records accurate, run reports, and identify prospective donors, sponsors, and foundations for the Director of Development.
- **Acknowledgments and stewardship:** Prepare gift acknowledgment letters within TRSA's standard timeframe, maintain donor recognition lists, and track sponsor benefit.
- **Grants support:** Keep the grants calendar current and gather the documents, program data, and staff stories TRSA's external grant manager needs for proposals and reports.
- **Events:** Support planning and execution of Flight Night, TRSA's annual gala, and other donor events throughout the year. This can include sponsor and guest tracking, vendor logistics, ordering materials, and day-of support.
- **Committee support:** Support preparation and communication for committee meetings, including such things as scheduling, meeting packets, and taking notes.

- **Communications Support** (about 50%)
  Examples of responsibilities include but are not limited to:
  - **Newsletter & email campaigns:** Collect staff submissions, assemble and build the monthly newsletter and other campaigns, proofread, and schedule.
  - **Social media:** Schedule posts from the editorial calendar, draft program and event posts, and report monthly results.
  - **Website updates:** Keep the events calendar and program page content current on website (WordPress and Elementor).
  - **Design requests:** Produce flyers, social graphics, signage, and one-pagers in Canva using TRSA brand templates and standards.
  - **Photo and asset library:** Photograph TRSA events as needed and keep photos, logos, and templates organized and easy for staff to find.
  - **Vendor coordination:** Request quotes, route proofs, and track deliveries with printers, photographers, and other communications vendors.

- **Where Development and Communications Meet**
  - **Donor campaigns:** Carry out the pieces of campaigns such as National STEM Day and year-end giving across mail, email, social, and the website.
  - **Impact stories:** Gather quotes, photos, and data from program staff, students, educators, and partners for donor reports, impact recaps, and the newsletter.
  - **Sponsor recognition:** Make sure sponsors and funders are credited correctly and consistently across events, materials, and channels.
  - **Results tracking:** Record campaign, email, and event results in shared reports so the team can see what is working.

- **Other duties as assigned**
  - Support special projects and initiatives of TRSA and its partners as needed.
  - Support work led by other TRSA team members.

Required Qualifications

Education & Experience

- Associate degree, bachelor's degree, or equivalent combination of education, experience, and training.
- Previous experience working in development, communications, or a related administrative role, including internships and volunteer roles

Skills

- Excellent written, proofreading, and interpersonal skills
- Ability to collaborate with colleagues, donors, volunteers, and partners at all levels
- Exceptional organizational skills and ability to handle numerous projects at the same time
- Demonstrates sound judgment and maintains a high level of discretion and confidentiality when handling sensitive donor and financial information
- Creativity and flexibility, as needed
- Comfort learning databases and online tools
- Proficiency in Microsoft 365

Other Requirements

- Valid driver's license and reliable transportation for travel needs
- Flexibility for occasional evening and weekend work to support organizational needs

Preferred Qualifications

- Experience with Bloomerang or another donor database or CRM
- Experience with Canva or Adobe Creative Cloud
- Experience updating a website, preferably WordPress
- Experience with social media scheduling tools or Airtable
- Event planning or volunteer coordination experience
- Interest in STEM education and Tulsa or Oklahoma community connections

Compensation

- The annual salary range for this role is set at Grade 2 - Coordinator I ($40,000-$45,000), with flexibility beyond the ceiling as a result of cost of living increases and raises.
- The benefits package includes health, dental, vision, and life insurance, 50% 401(k) matching (up to 3% total), 160 hours of annual Paid Time Off, and 14 paid holidays.

Equal Employment Opportunity

In any of its activities or operations, TRSA shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, genetic information, or any other basis made unlawful by applicable federal, state, or local laws or regulations. This policy governs all aspects of employment, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training.

Close Date: December 18, 2026

Interviews will be scheduled on a rolling basis before the close date for qualified applicants.