



Saint Paul Neighborhood Network
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www.spnn.org

Position: Contract Position- Sponsorship Coordinator and Grant writer

Classification: Contract Position

Salary: \$28-\$38 an hour

Location: SPNN, St. Paul

Job Description

We're looking for someone who loves building relationships with businesses, corporations, and foundations to sponsor our events like our annual meeting or Quirky Quiz Show, our television programs like the SPNN Fourm and community events, and our program showcases and artist panels. The person would also identify potential grant opportunities and lead the writing of some of those grants. They would partner closely with the Executive Director and Production team. **While the workload will fluctuate with what we have going on, it will likely be around 5 hours a week.**

About SPNN

Founded in 1984 to offer a media voice to underrepresented people, SPNN is a 501 (c) 3 non-profit that has since grown to harness its unique media tools, digital communications expertise, and spirit of innovation to elevate community media arts to a new level, becoming a national model. SPNN improves community social, civic, and economic equity via the transformative art of media making and 21st century skill-building. Our mission is: to empower people to use media and communications to better lives, use authentic voice, and build common understanding.

What you get to do:

- Lead creation of sponsorship support materials, including advertising and collateral material, in partnership with the Executive Director, while maintaining consistency with brand guidelines.
- Identify potential business and corporate sponsors that value SPNN's mission.
- Negotiates and manages sponsorship agreements and serves as a liaison with corporate partners on sponsorship execution.
- Work with program staff (production, media education, CTEP) to write language for the grants.
- Lead the writing, and submission of grant proposals to federal, state, and private agencies.

What we need from you:

- At least two years of experience in philanthropy, development or sales related field.
- Strong oral and written communications skills.
- Must be highly organized with great attention to detail, be technically inclined, and have the ability to manager multiple projects simultaneously.
- Commitment to outstanding customer service.

- A proactive attitude and drive for excellence.
- A sense of humor and willingness to learn.

Working Conditions

- Most of your working hours will happen off site in community talking with businesses.
- Reports to Executive Director

Compensation

- This is a contract position. There is no compensation except for the hourly rate.
- Wage range from \$28 to \$38 per hour, depending on experience and qualifications

To Apply

Please send a cover letter and resume in PDF format to careers@spnn.org with “Contract Sponsorship Coordinator and Grant Writer” in the subject line. We will accept applications until the position is filled.

SPNN is focused on building a diverse and inclusive workforce. If you're excited about this role but do not meet 100% of the qualifications above, we encourage you to apply. St. Paul Neighborhood Network seeks to foster equal opportunity for all to obtain employment, education, public accommodation, and access to telecommunications without regard to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, veteran status, class, mental or physical disability, or status with regard to public assistance and strictly in accord with their individual merits as human beings. Alternate formats of this document are available upon request.