



JOB DESCRIPTION

Job Title:	Communications and Development Coordinator
Department:	Fundraising
Reports To:	Senior Director
Status:	Full-time, Exempt

This job description provides a general guideline to the most common duties, responsibilities and minimum requirements for this position. It is not all inclusive and the actual position may vary as circumstances change or as determined by the organization. Working hours are primarily a full time, day shift but the Communications and Development Coordinator may need to work varied hours to include nights and weekends, as business needs dictate during peak times. Occasional travel is required – the incumbent must have access to reliable modes of transportation.

Summary of Position:

Under supervision of the Senior Director, the Communications and Development Coordinator's main responsibilities are to provide support for and coordinate all fundraising activities and external (public-facing) communications initiatives for Fellowship Square. This position will involve database management, donor research and stewardship, direct mail, event support and other administrative assistance. The incumbent will write, edit and produce communications both online (web, email, Facebook) and offline printed materials (newsletters, flyers, other collateral pieces); manage the Fellowship Square (FS) website content; marketing schedules; develop content, schedule and post to social media accounts; produce event invitations, signage and marketing materials; design templates following the organization's branding guidelines; assist with the production of the Annual Report and monthly FS newsletter. Responsibilities also include monitoring branding standards; collecting and compiling press releases, articles and other related marketing materials for the organization's promotion and visibility.

Principle Duties:

Fundraising

- Works with Senior Director to set departmental and program goals, track progress, and provide regular reports.
- Directs daily database operations to ensure the integrity of donor and prospect information. Serves as lead on Data management, tracks gift information and contact with donors and prospects; generates reports.
- Produces donor thank you letters each week for signature and mailing.
- Assists with prospect research, data collection, and development of background information for grant proposals.
- Serves as representative for external events, appearances, and presentations about FS, programs, and initiatives.

- Assists in creation and production of collateral materials promoting FS engagement opportunities.
- Proofreads official documents and marketing/fundraising materials as needed.
- Maintains online accounts for GuideStar, Great Nonprofits and other third-party vetting agencies in which FS participates.
- Manages annual charitable organization registration and reporting.
- Prepares the application for and manages the use of Neighborhood Assistance Program tax credits.

Communications

- Reviews and proofs correspondence to include the FS newsletter, flyers, letters, etc.; creates templates for all FS communications following design guidelines.
- Works with Management and FS staff to develop a monthly editorial calendar and monthly communications schedules for all regularly occurring publications; maintains calendar; convenes meetings as necessary for review and update of calendar.
- Designs, updates and coordinates production of all promotional materials (brochures and marketing pieces).
- Distributes print and online marketing materials to internal and external audiences as appropriate.
- Analyzes company's social media and online presence; provide summary reports and data as requested.
- Manages, updates and maintains organization's website.
- Uses Google Analytics and other tracking tools to monitor website traffic and social media interactions.
- Creates and maintains 'evergreen' list of information useful in posting or printing several times throughout the year.
- Maintains organization's presence on social media sites like LinkedIn and Facebook.
- Develops presentations for the Board and external audiences using platforms like MS PowerPoint and Prezi.
- Creates and maintains website banner ads and corresponding monthly schedule.
- Manages Flickr account
- Provides other administrative support as needed.

Position Specifications:

Essential Use of Following Tools

- Strong proficiency with Microsoft Office Suite
- Strong proficiency with social media (Facebook, LinkedIn)
- Office Equipment: Phone system, Copier/Fax/Scanner, etc.
- Strong proficiency with Donor Database software, WordPress, Constant Contact and other communications platforms

Essential Training/Certifications

- Bachelor's degree in Public Relations, Communications, Journalism, Marketing or related area preferred
- Minimum 2-3 years' experience in marketing and communications
- Previous nonprofit experience is preferred
- Fluency in at least one other language preferred

Essential Skills/Knowledge

- Exhibits knowledge of company identity, mission, and goals
- Demonstrates strong writing and editing skills
- Communicates clearly and effectively
- Possesses strong organizational skills
- Is detail oriented
- Exhibits excellent interpersonal skills
- Demonstrates knowledge of website design and html code.
- Manages time efficiently
- Works well with a variety of individuals with varying levels of knowledge, experience and perspectives
- Possesses solid problem-solving skills

Essential Competency/Behavioral Requirements

- Must be able to work as an integral part of the Fellowship Square team
- Must be able to understand the importance of the position for the success of the business
- Displays mature demeanor, common sense, and good judgment
- Be on time and with a minimal amount of absences
- Possesses common sense and intuition; anticipates well
- Creative thinker, innovative
- Demonstrates compassion for people
- Friendly, engaging, cheerful with a “How Can I Help?” attitude
- Collegial, with the ability to maintain a good rapport with all departments
- Must be able to cope within a fast-paced work environment; perseveres with tenacity
- Must be able to manage multiple projects with minimal supervision
- Must be fearless in tackling issues and challenges as they arise; doesn’t avoid confrontation
- Ability to accept change and be flexible, focusing on action and outcomes
- Must be able to act with honor, character and integrity

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

To apply, please send a cover letter, resume and salary requirements to Judy Singer, Senior Director: jsinger@fellowshipsquare.org. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. No phone calls, please.