



COMMUNICATIONS & DEVELOPMENT ASSOCIATE JOB DESCRIPTION

The Communications & Development Associate assists the Executive Director and Development Director in raising funds to support services to grieving children and their families.

I. Communications (20% of time)

Support communication strategy and implementation for organization.

- a) Manage website
 - o Remove outdated content. Image review and update.
 - o Update content in a timely manner (e.g. as new events and announcements occur).
- b) Develop and maintain social media presence for the organization
 - o Support content creation for print and social media (e.g. solicit and/or write).
- c) Build and create story bank by writing and collecting stories sharing impact of SCF support on children and families
- d) Lead copy editing, including proofreading and making edits for letters, blogs, etc.
- e) Support volunteer coordination for communications efforts, including board marketing committee.
- f) Support consultant staff in creating collateral for events and program.
 - o Create and produce e-newsletters and annual printed newsletter

II. Development (60% of time)/Program (10% of time)

Assist with fundraising, special events, major gifts, corporate sponsorship, awareness building, volunteer management, stewardship programs, and annual conference, etc.

- a) Maintain DonorPerfect database
 - o Develop reports, create and manage event registration, and maintain donation forms
 - o Process gifts
 - Coordinate with finance systems
 - Send acknowledgements and thank you notes to donors
 - o Maintain donor records
- b) Major event support Lead event logistics, operations, and execution. Support planning as needed.
 - o Provide logistics support for annual events, such as luncheon, conference and grief awareness day
 - o Create collateral materials (e.g. handouts)
 - o Support audio visual and technical operations (e.g. lead set-up of Powerpoint and projectors)
 - o Set up and take down
 - o Coordinate volunteers at events

III. Office Management (10% of time)

- a) Respond to phone and email inquiries.
- b) Provide occasional technical support
- c) Process mail.
- d) Organize and maintain records (electronic and paper)
- e) Manage office supplies
- f) Other administrative duties as needed

DESIRED SKILLS & ATTRIBUTES:



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- Experience with design software (Adobe Creative Suite preferred)
- Extensive knowledge of website maintenance and social media (HTML/Wordpress)
- Excellent communication (written and verbal) skills
- Enthusiastic positive attitude and team oriented
- Flexible, responsible, passionate about details
- Experience with MS office
- Experience with DonorPerfect and Constant Contact software preferred

COMPENSATION

\$19-21/hour, prorated paid vacation/holidays, as well as 3% matching contribution to employee retirement.

APPLICATION PROCESS

Email cover letter, resume and 3 references to info@safecrossingsfoundation.org. Include "Communications & Development Associate Position" in the Subject Line. Closing date: August 22, 2018.