

Communications and Development Coordinator Job Description

The Communications and Development Coordinator assists the Executive Director and Development staff in day-to-day operations related to raising funds to support services to grieving children and their families. Attention to detail and sensitivity to confidential and delicate matters is required. This position can be full time or part time, dependent on candidate qualifications and schedule. This is a hybrid position; the selected candidate will be required to work in-person for events and some office work.

I. Communications (50% of time)

Support communication strategy and implementation for organization.

- a) Respond to phone and email inquiries. Serve as point of contact and refer clients to partner agencies for services. Initiate and document follow-up process with clients.
- b) Attend Board and Committee meetings, set up presentations and materials, take minutes and coordinate with Executive Director and Board Secretary to distribute those minutes and other documents.
- c) Develop and maintain social media presence for the organization
- d) Manage content creation for print and social media (e.g., solicit and/or write).
- e) Build and create story bank by writing and collecting stories sharing impact of SCF support on children and families.
- f) Facilitate public relations communications and all conversations with media partners.
- g) Create copy for all organizational campaigns, including fundraisers, events, and general awareness.
- h) Create copy for written fundraising campaigns, including end of year letters, emails, and social media posts.
- i) Serve as editor and brand ambassador for organizational materials, making sure language and images are cohesive and mission centered.

II. Development (40% of time)

Supports staff and maintains all office related duties including donor database.

- a) Manage donor database system
 - o Updating records
 - o Developing reports
 - o Managing gift and data entry and integrity
 - o Processing payments
 - o Coordinating with development and finance staff to reconcile accounts
- b) Steward donors through, letters, phone calls, and tax acknowledgements

III. Other Duties as assigned (10% of time)

- a) Assist with fundraising, corporate relationships, awareness building, volunteer management, stewardship programs, and annual conference, etc. where they overlap with development and communications needs.

DESIRED SKILLS & ATTRIBUTES:

- Excellent communication (written and verbal) skills
- Experience in office management and data entry or quickly able to learn new technologies
- Strong organizational skills and the ability to manage multiple tasks
- Experience with design software (Adobe Creative Suite preferred)
- Knowledge of website management and maintenance
- Experience with social media
- Enthusiastic, positive attitude, and team-oriented



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- Flexible, responsible, passionate about details
- Experience with Microsoft Office Suite

COMPENSATION

This is a part-time or full-time position with a regular schedule. Additional hours, evenings, and weekends may be required during times of major events. \$16-\$18/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 and Development Coordinator Position" in the Subject Line. Closing date: Nov. 5, 2021