

JOB DESCRIPTION

Title: Coordinator, Development & Communications

Reports to: Director, Development

Department: Development

Location: New York, NY (Currently Part Remote/Part In-Office with some flexibility)

I. Primary Purpose

The Coordinator of Development & Communications plays an integral role on the Development Team to write effective Fundraising Appeals; to help grow our Foundations pipeline; to manage a portfolio of entry- to mid-level donors; and to assist the Marketing Team to amplify the Spence-Chapin brand. The Coordinator will support the creation of internal and corporate communications to ensure brand quality and consistency. The Coordinator will report directly to the Director of Development to implement fundraising and communications strategies. The Director works with the CDO to create and execute marketing plans that meet the goals outlined in the strategic plan.

II. Key Performance Indicators

- Writes content for and works with Development Team on creation of fundraising, direct mail, and digital direct response campaigns
- Produces grant proposals and final reports, researches prospective new foundations, maintains calendar of grant schedules
- Manages a portfolio of entry- and mid-level donors
- Helps to create and execute lead generation activities and campaigns
- Works across departments to create and maintain messaging
- Creates internal communications materials and reports to keep staff and Board members engaged in fundraising activities
- Works to support all digital properties including the website, social media, multi-media production, image and video libraries, as needed
- Creates development dashboards to track campaign success

III. Education & Experience

- Bachelor's degree is strongly preferred
- 1-2 years of development, communications, or marketing experience is required, preferably in a non-profit environment

IV. Technical Skills

- MS Office – Excellent proficiency in Word, Excel, PowerPoint and Outlook
- Knowledge of Salesforce, Raiser's Edge or other CRM, preferred
- WordPress, InDesign, Photoshop, Photography/Video making experience, AdWords optional

V. Key Competencies

- Excellent oral and written communication skills, including grammar and syntax competency
- Interest in non-profit fundraising as a career path
- Acute attention to detail
- Comfortable making calls, sustaining relationships, engaging with donors
- Self-starter with the ability to work independently but with the judgment to know when to seek guidance and work within a team
- Ability to multitask; strong execution skills; thorough follow through
- Ability to work in a collaborative environment with various departments, which supports both individual and cooperative work