



Position Title:	Development and Communications Coordinator
Supervisory Responsibilities:	None
Budget Responsibilities:	None
Reports to:	Chief Strategy Officer
FLSA Classification:	Exempt
Date:	April 13, 2018

POSITION SUMMARY:

This position coordinates the Development and Communications work of Identity. This is a professional position with opportunity to innovate, grow and advance, and work closely with Identity's leadership.

Given the unique perspective and access afforded this position, it requires absolute discretion, a genuine commitment to the organization's mission and values, and an eye for opportunities to improve the organization.

RESPONSIBILITIES:

Development and Communications Coordinator Functions:

1. Manages and keeps current Identity's website and social media sites, with appropriate approvals.
2. Manages databases of current and prospective donors, partners, contacts and stakeholders. Generates reports.
3. Maintains development and communications hard copy and digital files.
4. Prepares mailings and acknowledgement letters for all donors.
5. Collaborates and assists on the development and production of marketing materials including but not limited to fundraising appeals, the annual report and other reports.
6. Responds to general inquiries and requests for information.
7. Contributes to and supports the administration, preparation and production of proposals.
8. Maintains proposal calendars.
9. Serves as a primary point of contact for donors (including Board members) and prospects
10. Coordinates and assists with special events.

EDUCATION and EXPERIENCE:

- Bachelor's degree required
- Minimum of two years of work experience required
- Previous experience working with nonprofit organizations desired

SKILLS, ABILITIES, and REQUIREMENTS:

- Excellent oral and written communication skills
- Bilingual English/Spanish highly desired
- Superb organizational skills and attention

- Proficient in Microsoft Office and other standard office applications and equipment; experience managing databases highly desired
- Proficient in social media
- Practices with a strong set of ethics and integrity and demonstrates sound judgement
- Prioritizes and coordinates multiple projects in a fast-paced environment to meet deadlines utilizing good problem solving skills, self-confidence, effective and efficient use of resources, and flexibility, and responsibility.
- Resolves urgent situations with patience and professionalism
- Exhibits strong interpersonal skills with ability to collaborate and build rapport with a wide range of colleagues and stakeholders.
- Takes initiative, is a self-starter, and feels comfortable with minimal supervision

WORK ENVIRONMENT:

- Requires occasional travel between sites and elsewhere (locally).
- Temperature controlled open floor plan and easily interrupted with visitors and external noise.
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility
- Keyboard use of greater or equal to 70% of the workday