

## Communications and Development Coordinator

*Full-time (40 hrs.)*

*Medical insurance provided (dental and vision available)*

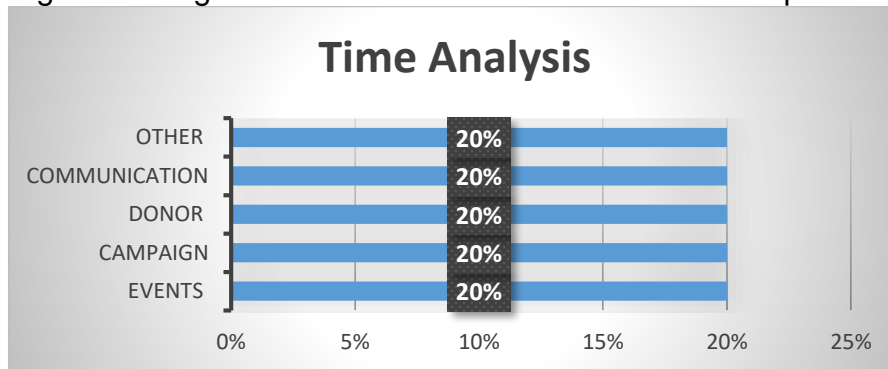
*401k 4% matching*

*Professional development and room for growth*

Reporting directly to the Chief Executive Officer, the Communications and Development Coordinator manages all activities related to fund development, public relations, and marketing. He/She will work in partnership with the Chief Executive Officer, other key volunteers, staff and contract employees (who support press, special event planning and graphic design) in order to meet organizational communications and fundraising goals.

The Communications and Development Coordinator will assist in the creation the annual fund development and communication action plan. This plan is designed to achieve the goals established by the Board of Directors. Once developed the execution of actions and tracking of progress are the responsibility of the Communications and Development Coordinator.

Relationship building and thoughtful details are the cornerstone of this position.



You have:

- Bachelor's degree in related field.
- Obsessive attention to detail.
- Ability to build authentic relationships.
- 2 years of experience directly applicable to the primary work required.
- Passion for the organization's mission and initiatives.
- Positive, energetic, and outgoing attitude with a strong work ethic, team-player mentality, and willingness and ability to adapt to changing scenarios.
- The ability to be an out-of-the-box strategic thinking, self-motivated, committed, and ability to implement plans that support moving the organization forward.

You love:

- Keeping a Zen and positive work environment
- Meeting deadlines with time to spare
- Keeping an organized environment

## Communications and Development Coordinator

- To do a good job, for the sake of it.
- Solving problems
- Being independent with lots of room to make decisions

### Bonus:

- Experience working in Healthy Start and/or familiarity with Healthy Start System of Care
- Love of maternal child health

### Day to day:

1. **Managing Action Plan:** implement an Annual Fund Development and Communications Action Plan, with SMART goals in collaboration with CEO and Board.
2. **Annual Fund:** manage and execute all aspects of annual appeal
3. **Database management:** ensure information in database is accurate and segmented appropriately in order to ensure effective list use.
4. **Donor Relationships:** coordinate effort to establish, cultivate and steward strong relationships with donors including development and implementation of a donor recognition program, and timely, appropriate communication with donors to increase their loyalty to Healthy Start Coalition's mission. Lead coordination of donor stewardship and cultivation events.
5. **Donor acknowledgment:** ensure all donors are thanked and provided with impact report
6. **Grants:** In partnership with Associate Executive Director, who is responsible for writing grant applications and managing and reporting on grant funding, ensure funders are stewarded and recognized appropriately.
7. **Special Fundraising Events:** Provide overall direction, support, information, and encouragement to the special fundraising event committees.
8. **Press and community awareness:** write and send press releases, pitch stories along with contract employees.
9. **Social media:** execute all social media in promotion of organization and maternal and child health
10. **Marketing materials:** Keep educational and marketing materials up to date and consistent with all funder requirements

### Physical Requirements:

- Requires the ability to stand and sit for hours at a time. Some bending and stooping is required.
- Must be able to use manual dexterity in relation to typing.
- Must be able to lift 25lbs.