

FAMILY PROMISE OF GREATER DES MOINES

JOB POSTING

- TITLE:** Development and Communications Coordinator
- HOURS:** 40 hours per week, Monday through Friday; occasional weekends/evenings.
- COMPENSATION:** Starting salary \$31,500 to \$36,000 and will be commensurate with experience.
- BENEFITS:** Contribution to a SEP IRA after 3 months of employment; paid sick leave and vacation.
- JOB DUTIES:**
- Development
- Record donations, maintain donor database and run donor reports.
 - Assist with donor communications, including appeal and thank you letters.
 - Assist Executive Director in preparation of grant requests, tracking use of grant funds and completion of grant reports.
 - Prepare annual impact reports.
 - Staff the FPGD Development and Fundraising Committee.
- Special Events
- Assist with coordination of event logistics.
 - Schedule board/volunteer set-up/clean-up for the day of the event.
 - Work with PR/Marketing Committee on drafting, printing and dissemination of community events materials.
 - Serve as the primary liaison between the Executive Director and the event committees.
 - Assist Executive Director with post-event debrief including recognition of sponsors and in-kind donors, financial reporting and event success reporting.
- Communications
- Assist with the development of the quarterly electronic newsletters and annual report.
 - Manages all digital/social media channels, including e-mail/newsletter, distribution.
 - Maintain an up to date email marketing database.
 - Staff the FPGD PR/Marketing Committee.
- Additional Duties
- Attend staff meetings as well as Development & Fundraising and PR/Marketing Committee meetings.
 - Additional tasks or projects assigned by the Executive Director.

SUPERVISION: The Development and Communications Coordinator reports to the Executive Director.

QUALIFICATIONS:

- Bachelor’s degree in event planning, public relations, fundraising or related field experience or equivalent working experience.
- Demonstrated editorial mindset that seeks to understand what audiences consume and how to create it.
- Ability to analyze and present program performance data.
- Project management skills and ability to manage multiple events at one time.
- Demonstrated experience with database management systems.

SKILL REQUIREMENTS:

Interpersonal Skills: Ability to exercise good judgment and exhibit patience. Ability to work as a team member with minimal supervision. Ability to deal professionally and courteously with people both in-person and over the telephone.

Computer/Office Skills: Demonstrated relevant computer skills (Microsoft Office products, Google Analytics, and top social media channels)

Language Skills: Excellent communication skills required, oral as well as written.

Organizational Skills: Strong attention to detail. Ability to multi-task, organize workload, set priorities and meet deadlines.

APPLICATION PROCESS:

To apply, please submit a cover letter and resume to jcain@familypromisedm.org

Family Promise of Greater Des Moines is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.