



Job Description

Position Title:	Development and Communications Coordinator
Reports To:	Director of Development
Classification:	Exempt

Position Summary:

Under the supervision of the Director of Development, this position assists in fund development, donor relations, stewardship and marketing and communications. This position also develops promotional materials for the agency, implements and maintains a yearly marketing and communications plan, and supports the training department including the production of the quarterly training calendar and management of the agency's online event management system.

Primary Responsibilities:

1. Provide daily administrative and operational support for the development department
2. Coordinate thank you letter process including drafting, mailing, tracking, etc. for all contributions received by the agency
3. Manage the agency's donor database which includes data entry and creating reports as needed for the finance department for reconciliation
4. Provide administrative support for cultivation, solicitation and stewardship activities
5. Interact with constituents, including major individual and corporate donors and assist with prospect research
6. Fundraising event support which includes securing volunteers, maintaining online registration, reservation lists, recording event payments and other duties as needed
7. Manage in-kind donation tracking
8. Coordinate design, content and layout of the following agency publications: training calendar and newsletter (quarterly), Status of Child Care Report (April-every three years), Annual Report (January), Annual Conference Registration and Program (spring) and other documents as needed
9. Create promotional pieces in digital and print media used to publicize agency events throughout the four-county area
10. Develop positive relationships and serve as the liaison between the agency and the broadcast and print media
11. Manage the agency's online event management system for special events, trainings and conferences to reflect current information and activity including on site electronic registration
12. Manage the agency's website and social networking presence to reflect current trends and agency activities and events including a posting schedule



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13. Maintain the authenticity of the agency's logo/brand and support the development and implementation of the agency's marketing plan to include print, electronic and internet presence.
14. Assist at fundraising and training events when needed
15. Provide quality customer service to all internal and external customers of the agency
16. Cover the front desk one day a week and lunch breaks as assigned
17. Follow agency procedures to assure reporting of suspected child abuse and/or neglect
18. Participate in the attainment and retention of CCAA Quality Assurance Accreditation
19. React productively to change and handle all other work-related responsibilities as assigned

Qualifications:

1. Bachelor's or Associate's degree in Graphic Design, Marketing, Public Relations, Event Management, Non-Profit Management or related field from an accredited institution and a minimum of one year of relevant experience
2. Must be proficient with various software products and applications including Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook, Access), Adobe Creative Suite (InDesign, Illustrator, Photoshop), databases (Donor Perfect experience a plus), event management (CVENT experience a plus) and other graphic or marketing software (Canva, Issuu, etc.)
3. Knowledge of marketing and communications for businesses
4. Must be able to write, design, and edit marketing materials in a variety of media and provide samples of work
5. Must know the attributes of various file types i.e. (.pdf, .jpg, .ai and vector/raster files)
6. Be able to communicate effectively with printers and use basic terminology: Bleeds, create to outlines, etc.
7. Excellent interpersonal, communication and organizational skills
8. Excellent attention to detail
9. Experience with online social media tools including Facebook, Twitter, Instagram and Hootsuite desirable
10. Must possess well-developed decision making skills and the ability to recognize the impact decisions have on others including utilizing sound judgment approaches when problem solving
11. The ability to effectively manage multiple and diverse responsibilities in a dynamic and fast-paced environment and make a productive contribution to Childcare Resources
12. Valid driver's license with regular access to a vehicle covered by liability insurance with limits of \$100,000/\$300,000