



Job description

Position: Communications & Development Coordinator
Department: Development/Community Impact
Reports To: Senior Director, Community Impact and DEI
(Diversity, Equity, and Inclusion)

Status: Non-Exempt
Hours: 35h/week| Full-Time
Salary range: \$47,500-\$49,868
(yearly)

SCOPE OF WORK: The Communications & Development Coordinator is responsible for advancing New Hope's mission by supporting its marketing, communication, and fundraising initiatives.

PRIMARY DUTIES

- Solicit, compile, and create social media content, in collaboration with other departments, and identify and increase opportunities for audience engagement.
- Manage and update website content.
- Support the creation and distribution of internal and external communications, including e-newsletters, annual impact report, etc.
- Supports the Senior Director, Community Impact and DEI, developing and managing annual communications plan and media relations.
- Seeks public speaking opportunities for CEO and Senior Team when appropriate.
- Supports the implementation of NH's branding and style across website, printing and electronic communications, and social media channels.
- Monitor and track marketing key progress indicators, including engagement, media impressions, social media followers, etc.
- Provide writing and logistical support around the agency's grant writing initiatives.
- With the support of the Senior Director, Community Impact and DEI and the CEO, works on government and foundation grant management by writing proposal narratives and submitting applications (city, state, and federal).
- Co-leads efforts with Senior Director, Community Impact and DEI CEO in private and corporate giving through research, relationship building, identifying, cultivating, and securing new donors.
- Works with board development committee, Senior Director, Community Impact and DEI, and CEO on annual fundraising event.
- Manage donor database and ensure accurate recordkeeping; prepare donor reports.
- Respond to donor inquiries in writing, by e-mail, and over the phone.
- Represent the organization in an enthusiastic and professional manner in the community and demonstrate commitment to New Hope's mission and core-values.
- Assist with the coordination and execution of all-staff meetings, community events, and fundraisers.

GENERAL DUTIES



- Attend all-agency meetings and other meetings and events as requested.
- Perform additional duties as assigned by the Senior Director, Community Impact and DEI.

SKILLS AND ABILITIES

- Ability to communicate effectively and with sensitivity.
- Ability to work collaboratively in a team environment and manage multiple priorities.
- Ability to break down complex information into simple, understandable communication.
- Strong interpersonal, problem-solving, organizational and prioritizing skills.
- Openness to feedback.
- Self-motivated, dependable and self-reliant with effective time management skills.
- Strong written communication abilities, including grammar and proofreading.
- Flexibility with time and scheduling to include nights and weekends.
- Valid driver's license, dependable transportation and willingness to travel within the state.
- Solid technology skills. Proficiency in Outlook and Teams, Microsoft Suite, and Canva required. Experience with WordPress and Blackbaud (Raiser's Edge) a plus.

EDUCATION AND EXPERIENCE

- 2-3 years' experience in communications, development, or other related roles, preferably in a non-profit setting.
- Experience managing social media accounts and developing content.
- Experience in fundraising, donor relations and event planning, preferably in a non-profit setting.
- Bachelor's degree or equivalent work experience required.

BENEFITS

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance



SCHEDULE

- Hybrid, day shift
- Monday to Friday, with occasional weekends and evenings, as needed.

LICENSE/CERTIFICATION

- Driver's License

New Hope provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status regarding public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals with disabilities.

New Hope's goal is to increase representation of women, people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.