Development & Communications Coordinator
Job Description

Overview
The purpose of the Development & Communications Coordinator position is to help sustain and grow Community Sailing Center (CSC) annual philanthropic revenue. The position is responsible for an annual strategic foundation plan, competitive grant analysis and application, operation and coordination of the donor communications, fundraising event oversight and coordination with Executive Director for major gifts and capital campaigns.

Qualified candidates will have an exceptional eye for detail and be capable of responding to a wide range of requests for fundraising needs, systems development and implementation and will be able to work effectively with a variety of staff across the organization while working closely with the Executive Director. Candidates should possess excellent organizational skills, database management, and be able to demonstrate effective written communication.

Reports to: Executive Director
Classification: Permanent, full –time position
Pay: Salaried; pay commensurate with experience

Prerequisite Skills
Candidates for this position will have:
- Bachelor's degree and/or related experience required;
- Exemplary interpersonal skills;
- Excellent communication skills (verbal and written);
- Solid organizational, project management and time management skills
- Ability to work independently performing duties under general supervision;
- Strong management skills

Responsibilities

Development
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1. Manage the implementation of a broad-based resource development strategy to achieve and maintain long-term financial stability, which include the Annual Campaign, Foundation Grants and Philanthropic Investment.
2. In partnership with the Executive Director and the Board of Directors, assist in organization of records and accounting for the Capital Campaign.
3. Draft and edit letters, emails, proposals, reports, program case studies and other donor-focused correspondence.
4. Oversee CSC Event committee, manage event planning tasks, attend all fundraising events, and organize and implement post-event donor outreach.

5. Produce and maintain accountability of records, data collection, reporting, and proper acknowledgement and recognition of donors and sponsors
6. Assess current systems, processes, and procedures and design and implement new systems, processes, and procedures that efficiently support the organization and enhance donor experience.
7. Establish performance measures to monitor results and evaluate the effectiveness of the organization's fundraising, marketing, and development program.

Communications and Marketing

1. Establish performance measures to monitor results and evaluate the effectiveness of the organization's communications, events and marketing plans and strategies.
2. Write, produce, coordinate, and distribute marketing, public relations, and general communication materials through the website, print, electronic and other media outlets to a variety of audiences, including current and prospective students, current and prospective donors, corporate sponsors, board members, Trustees, event attendees, and the public.
3. Plan and manage all social media for the Center, including Facebook, Twitter, Instagram, and related digital community, including all images produced for the organization.
4. Coordinate and implement communication strategies including: publicity materials to promote events, engage participants and prospective donors or corporate sponsors. In collaboration with management team, evaluate and refine existing internal and external communication structures and identify strategic communication goals and objectives.
5. Maintain archives (digital and print) of event, marketing, and media collateral.
6. Maintain and utilize database of users, donors, and volunteers for contact management.
7. Participate in relevant outreach activities to grow brand awareness of programs and earned revenue services.

Administration

8. Other duties as assigned by the Executive Director