



Position: Communications Coordinator

Classification: Administrative

Reports To: Director of Development

Pay: \$17/hour; Full-time; Paid time off; Benefits eligible

Position Summary

The Place is seeking a full-time Communications Coordinator. The Communications Coordinator will report directly to the Director of Development and is an integral member of the Development Team. The Development Department is collectively responsible for raising approximately \$1,860,000 annually through individuals, corporations, foundations, public funding, and special events utilizing nonprofit software, website, social media, marketing tools, and printed materials.

Location

Cumming, GA

Essential Duties and Responsibilities

Marketing Coordination

- Coordinate and organize marketing requests for social media posts, flyers, and campaigns. Ensure completion and scheduling.
- Create flyers for events, programs, and promotions.
- Write, design, and send bi-monthly eblasts, monthly newsletters, and specialty eblasts through CRM.
- Prepare accurate records and reports on progress and stats, as requested.
- Update website, fundraising platform and social media sites, as needed and as requested by Director.
- Assist with correspondence to online community requests, reviews, website forms, etc.

Data Management

- Assist with data entry in the CRM, the donor database.
- Assist Director of Development in coordination of donor engagement and recognition activities, such as meetings, correspondence, check presentations, etc.

Special Event Assistance and Responsibilities

- Work with the Director of Development, Development Team staff, and Volunteer Coordinator to assist with special events, including 3rd Party Fundraising events, 50th Anniversary Gala dinner/auction, Capital Campaign, and other various events.
- Support committees with meeting notes, task follow up, meeting scheduling, etc.
- Represent The Place at community events, if needed.

Other

- Assist Director of Development with other administrative duties.
- Assist Grant Writer with program reports and requested information as needed.

- Other duties as assigned.

Qualifications & Skills

Experience:

- One to two years of non-profit experience or equivalent work experience in a related field.
- Bachelor's or Associate's Degree preferred.
- Experience creating social media posts and campaigns and written communications.

Knowledge, Skills, & Abilities:

- Aptitude for data management and technology systems, including proficiency with Microsoft Office 365, social media platforms, and donor management software (Salesforce a plus).
- Extremely organized individual who can effectively multi-task.
- An understanding of and a passion for the mission of The Place.
- Superior written and verbal communication skills.
- Experience with graphic design and/or marketing (Canva a plus).
- Ability to work independently and perform in a team environment.
- Ability to consistently represent The Place in a positive manner to external constituents.
- High degree of accountability, responsibility, discretion, and professional integrity.

Other Requirements:

- Willingness to work some nights and weekends.
- Must pass a criminal background check.
- Must have a valid Georgia driver's license.
- Must pass pre-employment drug screen.

Salary and Benefits

This is a full-time position. Paid time off, benefits, and professional development opportunities are provided.

DISCLAIMER: *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*