

Job Announcement: Communications and Gifts Coordinator

Reports to: Sr. Manager, Individual Giving & Engagement (Miranda Roberts)

FLSA Status: F/T, non-exempt, Hourly \$22.00-23.00 per hour

Work Location: In person and onsite at FC main office and at all properties.

The Communications and Gifts Coordinator position provides comprehensive reach into several aspects of the organization’s communication and fundraising priorities. The ideal candidate is an excellent verbal and written communicator. This candidate is a team player, is organized, creative, tech savvy and adaptable to a fast-paced environment, often juggling multiple projects at once.

Primary duties: Communications Coordinator

- Deploy social media contents submitted by Comms Manager and other department leaders
 - FaceBook, Instagram, LinkedIn, Threads
 - Manage reposts, activate conversations
 - Share posts selected from external social media content
- Coordinate Comms Calendar – between Comms, Fundraising, Grants, Volunteer Engagement teams
- Newsletter Coordinator – 4 per year
 - Supports editorial planning
 - Layouts, template updates, proofs, edits and approvals
 - Contact for printer, mail house
 - Electronic distribution – external and internal, lists, scheduling, distribution
- Website Coordinator:
 - Manage assigned updates, obtain content, approvals
 - Manage inquiries received by website email inbox
 - Collaborate with contracted web designer to create new pages
- Coordinates Internal “FC Stories” Communications Portal

Primary duties: Gifts Coordination

- Develops & maintains knowledge of organization’s gift processing and acknowledgements in Raiser’s Edge database. Provides support to Gifts & Data Administrator, ensuring integrity in ongoing transactional processes. Weekly tasks can include:
 - Transaction approval and donation entries to Raiser’s Edge database, also in-kind
 - Generate and mail weekly acknowledgment letters
 - Coordinate Event participant lists
 - Assist with ongoing RE constituent record updates and clean-up

Primary duties: Donor engagement

- Supports Sr. Mgr with graphic design requests
 - i.e. one-pagers, half-pagers, updates, website, etc
- Supports External Engagement outreach activities & events which are key to understanding of FC’s unique model of mission communication: Fundraising, Volunteerism, Grants

Other duties as assigned and appropriate for the position's continued development.

Note: Thoughtful cover letter explaining interest in this position is required with application. Writing samples will be requested and required.

Minimum Qualifications (experience, education, credentials, language):

- Combination of higher education and work experience yielding the skills and abilities detailed above
- Excellent written and oral communication skills; marketing communications are a plus; practice in ethical storytelling is a big plus
- Bilingual in Spanish is a plus
- Experience with Microsoft Office Suite is required
- Preferred skills include: Word Press; Adobe; Canva; Constant Contact; HootSuite; Raiser's Edge or similar CRM; Social media platforms: Face Book, Instagram, LinkedIn, Threads; Graphic Design
- Self-starter with strong work ethic, attention to detail, and the ability to think strategically
- Demonstrated ability to work as part of a team in a fast-paced work environment
- Personal transportation is required

Physical Demands/Work Environment:

- General work in the main office, including sitting or standing, twisting at a desk, computer keyboarding and typing, making and taking phone calls, internal communications across departments
- Frequent on-site events and visits, both indoors and outdoors, at all FC locations
- Infrequent evening or early morning event support could be required
- Frequent lifting up to 20 pounds is likely

Other: Foundation Communities provides an excellent benefits package including employer paid health benefits, 401(k) investment opportunity, Employee Assistance Program, paid vacation, holiday, and sick time.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity. As an organization committed to diversity, equity, and inclusion we seek applicants from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work