



**Volunteer Legal Services of Central Texas
Job Description**

Job Title: Development & Communications Coordinator

Date: January 2022

Reports to: Executive Director

FLSA Status: Full Time, Non-Exempt

Salary Range: \$40,000 - \$45,000

Location: Austin, TX

About VLS

Mission: To help low-income clients access the civil justice system by providing volunteer attorneys who donate free legal advice and representation, and by supporting and training those attorneys.

Vision: Poverty is not a barrier to justice.

Candidates of diverse backgrounds, identities, and experiences; including but not limited to BIPOC and LGBTQIA+ candidates; are encouraged to apply. Please send cover letter and resume to employment@vlsoc.org or fax to 512-322-0764. **No phone calls please.**

General Summary

Volunteer Legal Services (VLS) seeks a Development & Communications Coordinator to manage the administrative aspects of the organization's development & communications activities. The position has a critical role in managing and expanding fundraising opportunities through data management, donor stewardship, correspondence with potential donors and event planning. This position also has a critical role in keeping the community informed of VLS activities through the website and social media.

Essential Responsibilities and Duties

- Manage donor database, including all data entry, tracking donor history, and keeping donor contact information current;
- Maintain and develop procedures for data entry;
- Manage existing campaigns and funds and add new ones as strategies dictate;
- Make recommendations for information systems as appropriate;
- Perform regular database maintenance and clean-up projects to ensure data integrity and accessibility;
- Generate reports and mailing lists from the donor database for use by the Executive Director and Board of Directors;

- Print and mail donor fundraising appeals and thank you letters within a specific timeline;
- Process donations received;
- Integrate and manage e-mail addresses;
- Generate correspondence to donors about VLS events;
- Assist with logistics for VLS events;
- Manage and update VLS website content;
- Produce and send VLS' monthly community newsletter, including soliciting, compiling, and producing stories;
- Manage VLS' social media channels, including generating, editing, publishing, and sharing social media content to support communications plan;
- Organize, catalog, and maintain media coverage, media archives, and photo library, including maintaining media list;
- Prepare materials for VLS Board Development Committee;
- Represent VLS in an enthusiastic and professional manner in the community and with a demonstrated commitment to VLS' mission;
- Participate in staff meetings, keeping staff colleagues up to date on fundraising efforts; and
- Other duties as assigned.

Knowledge, Skills and Experience

Required

- Prior experience with database systems.
- Experience in social media marketing.
- Strong attention to details and strong organizational skills.
- Excellent written and verbal communications skills.
- High levels of discretion, sensitivity, and good judgement.
- Self-motivated with ability to operate independently and ability to work collaboratively as a team member.
- Able to attend morning, evening, and weekend events/meetings outside of normal office hours.
- Demonstrated proficiency in computer applications of Microsoft Office, particularly Word and Excel.

Preferred

- At least 1 to 3 years of experience working in non-profit fundraising.
- Experience with eTapestry, Canva, and WordPress.
- Experience working with a pro bono or legal aid non-profit organization in fundraising and/or communications.

Physical Requirements and Work Environment

The Development & Communications Coordinator will be expected to have daily transportation to attend VLS events as necessary. The Development & Communications Coordinator will spend most of their time in an office that could involve intermittent physical activities including bending, reaching, sitting, and walking during business hours. Additionally, it is anticipated that the person may spend several hours of each day seated at a computer. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.