JOB DESCRIPTION

JOB TITLE: Development and Communications Coordinator/Volunteer Coordinator
REPORTS TO: Director of Development and Communications
STATUS: Non Exempt

JOB SUMMARY
The Development and Communications Coordinator is responsible for providing administrative support and coordination of the fundraising and communications programs which is comprised of the following key components: annual giving, foundation and corporate giving, legacy gifts, donor relations, direct mail, fund development, stewardship, institutional positioning, marketing and public relations, volunteer coordination, tracking and management.

ESSENTIAL DUTIES

- Provide general administrative support and coordination for all development and communications office activities including but not limited to:
    - Annual Giving Program
    - recognition and stewardship activities
    - prospect management
    - database management
    - budgeting and reporting
    - preparing donor, marketing and public relations materials
    - special events
    - volunteer coordination
    - Laura's House Guild liaison
- Responsible for the tracking, receipt and formal acknowledgment of all contributions.
- Maintain and utilize the donor database for maximum productivity.
- Maintain agency website and social media support
- Volunteer tracking and Management
- Work closely with development and communications staff and administrative colleagues in furthering the objectives of Laura's House

ADDITIONAL RESPONSIBILITIES

- Maintains all client, financial, staff, volunteer and other appropriate information as confidential in nature
- Maintains a tidy, organized work area
- Represents the agency in a positive, professional and enthusiastic manner at all times
- Presents a neat and appropriate appearance
- Works cooperatively with others
- Completes all work in an accurate and timely fashion
- Works flexible hours as required.
- Performs other duties as assigned.
- Ability to solve practical problems in a quick and timely manner and interpret a variety of instructions furnished in a written or oral form

EDUCATION AND EXPERIENCE

- Bachelor's Degree or higher
- One to two years of experience preferably with non-profit organizations
- Upon hiring, attend and complete the State Certified 40-hour Domestic Violence training.

KNOWLEDGE, SKILLS AND ABILITIES

- Computer literate and knowledge of donor database systems, Raiser's Edge
- Excellent organizational, social, communication, public speaking, public relations, active listening skills, detail orientated
- Ability to work effectively with staff and volunteers
- Passion for Laura's House mission to end the silence of domestic violence

JOB QUALIFICATIONS

- Employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Valid drivers license and insurance, reliable transportation.

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.