**Job title**  
Communications and Development Coordinator

**Reports to**  
Director of Communications

**Job purpose**

The Communications and Development Coordinator is responsible for writing press releases, overseeing Thrive’s social media, managing the donor database, supporting the Deputy Director with all fundraising, and supporting the Director of Communications in communication initiatives. The Communications and Development Coordinator works closely with the Director of Communications overseeing accuracy of information, deadlines, and budget requirements.

**Duties and responsibilities**

**Development:**
- Update, manage, and monitor donor database for grant reporting and stewardship
- Assist the Deputy Director and program staff in monitoring program outcomes and research
- Assist the Deputy Director in coordinating fundraising events, giving programs and other fundraising initiatives
- Process all individual gifts received by Thrive
- Solicit and write stories to be used in fund development

**Communications:**
- Assist in writing press releases and content for newsletters
- Create, manage, and edit marketing and PR content for website, newsletters, social media, and other creative briefs, as needed
- Assist in developing communications strategies for programs and initiatives
- Assist the Director of Communications in creating marketing calendar
- Solicit and write stories to be used in marketing
- Represent Thrive Allen County through in-person events, media presentations, and public speaking, as needed
- Assist in photography shoots of Thrive’s programs and spaces for marketing campaigns

**Administrative and Customer Relations Responsibilities:**
- Provide outstanding service to community members and donors by responding to their needs
- Consult and liaise with partners, community members and consultants
- Generate queries, reports and lists from database
- Proofread correspondences and marketing materials
- Manage correspondence, reports, guest lists, registration, and other duties as assigned
- Attend Thrive Allen County events, as required (typically during evening and weekend hours)
- Perform other duties as assigned

Qualifications

- Bachelor’s degree or equivalent experience required
- Excellent writing skills required; grant writing experience preferred
- Experience in communications and/or marketing
- Experience running different social media channels
- Proficiency in managing database systems with a minimum of 1 years’ experience
- 1 years’ experience in a not-for-profit development office preferred
- Ability to communicate clearly and effectively in a professional manner
- Friendly personality who enjoys working with the public
- Professional attitude and appearance
- Strong presentation and verbal communication skills
- Strong problem-solving skills with experience managing deadlines and budgets

More Information

- Thrive is an EOE
- Allen County residency must be established within 60 days of hire
- Compensation: This is an hourly position paid between $19.24/hour – $21.63/hr, depending upon experience. It also includes medical and dental insurance with 100% of the premiums paid for the employee, IRA with employer match of up to 3%, 120 hours of paid vacation a year and 10 paid holidays
- Thrive places a high priority on team players and community-minded individuals

<table>
<thead>
<tr>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date approved:</td>
</tr>
<tr>
<td>Reviewed:</td>
</tr>
</tbody>
</table>