



## Development & Communications Coordinator Job Description

### Essential Functions

The Development & Communications Coordinator works closely with the Development Director to oversee management of the donor database, coordinate specific communication and social media initiatives, and to provide administrative support for the Development & Communications team. This is a full-time position.

### Specific Duties:

#### ***Database Management (50%):***

- Perform all data entry (donor information, donation and prospects).
- Perform regular database maintenance and clean-up projects to ensure data integrity and accessibility.
- Run reports and mailing lists.
- Print and mail donor thank you letters and other fundraising appeals within a specific timeline.
- Integrate and manage email addresses.
- Serving as liaison to vendors such as mail-houses, wealth screening, or address update services.
- Develop and maintain policies and procedures for data entry.
- Manage existing codes and tables and adding new ones as strategies dictate.
- Maintain users and security settings for the system.
- Make recommendations for information systems as appropriate.

#### ***Communications Support (20%):***

- Solicit, compile, and produce stories for monthly eNews and post relevant stories on website
- Manage and update website content.
- Generate, edit, publish and share daily social media content to support communications plan.
- Organize, catalog, and maintain media coverage, media archives, and photo library

#### ***Event Promotion and Support (15%):***

- Provide promotional support to Associate Director and Development & Communications Manager for events such as, but not limited to, distributing posters, coordinating volunteers, tabling at events, posting on community calendars, etc.

#### ***General Administrative Support (15%):***

- In coordination with Associate Director, provide support for Board of Directors:
  - Take and distribute meeting minutes for Executive & Governance Committee meetings, and Board meetings.
  - Prepare materials for Board meetings.
  - Organize meals for Board meetings and coordinate clean up.

- Oversee inventory and purchasing of office supplies.
- Collect & distribute mail.

**Other:**

- Represent the organization in an enthusiastic and professional manner in the community and with a demonstrated commitment to GVLT's mission.
- Participate in staff meetings, keeping staff colleagues up to date on fundraising efforts.
- Perform other miscellaneous tasks as needed under the direction of the Executive Director.

**Qualifications:**

- Prior experience with database systems is required. Raisers Edge preferred.
- Demonstrable experience in social media marketing.
- Strong attention to details.
- Excellent written and verbal communication skills.
- At least three to five years of experience working in a nonprofit organization.

**Knowledge, Skills and Abilities:**

- A clear conservation ethic with an appreciation for the Gallatin Valley's natural and cultural characteristics.
- Professional and personable demeanor.
- Strong organizational skills and attention to detail.
- Self-motivated with ability to operate independently and ability to work collaboratively as a team member.
- Computer proficiency with experience in MS Office. Experience with Raiser's Edge software, Photoshop and WordPress preferred.
- High levels of discretion, sensitivity, and good judgment.
- Highly collaborative style.
- Able to attend morning, evening, and weekend events/meetings outside of normal office hours.

**Compensation:**

This position is full-time exempt. Salary range \$40,000-\$45,000, or negotiable DOE. GVLT provides competitive health and insurance benefits, retirement match, and vacation leave.

**To Apply:**

Email a letter of interest, resume and contact information for three references to [penelope@gvlt.org](mailto:penelope@gvlt.org) with "Development and Communications Coordinator" in the subject line. Applications are only accepted electronically. No calls please. Screening of applications begins November 4, 2019 and the position is open until filled. GVLT is an equal opportunity employer.