



Job Description

Title: **Development & Communications Coordinator**
Status: Full-time Exempt Mon-Fri. Evenings & weekends as needed for special events & meetings
Reports to: Donor Relations Manager
Salary: Commensurate with experience
Hire Date:

Job Summary

The Development & Communications Coordinator is responsible for supporting the development team with gift acknowledgement, production and execution of fundraising and engagement events, managing LPCS's social media accounts/content, and a variety of other tasks. The Development & Communications Coordinator will be a collaborative, dynamic, organized, and creative professional with an ability to navigate a fast-paced environment and with a strong belief in LPCS's mission and desire to increase LPCS's impact.

Responsibilities

Development Support

- Coordinate acknowledgement letter production and dissemination under the supervision of the Donor Relations Manager
- Support the Donor Relations Manager, Chief Development Officer, and Executive Director in thanking donors through phone calls, letters, etc.
- Assist Donor Relations Manager with data entry, ensuring that donor data is complete and up to date, and explore new opportunities to maximize the use of our database
- Support organizational grants portfolio by maintaining grants calendar and assisting with applications and reports as assigned
- Support with the coordination and dissemination of Annual Appeal materials
- Serve as the liaison to the Associate Board, working closely with the Associate Board Chair and Chief Development and Strategy Officer in AB meeting, recruitment and event coordination
- Manage the Amazon wish lists in collaboration with the In-Kinds Coordinator
- Establish and implement an in-kind donations record keeping and acknowledgment process
- Contribute to overall development strategy, including finding new opportunities for increasing revenue
- Meet with donors, prospects, and partners in lieu of the Donor Relations Manager
- Other duties as assigned

Digital Communications

- Overall responsibility for managing and updating social media content – Facebook, Instagram, Twitter, LinkedIn, YouTube, other
- Establish monthly calendars specific to key social media audiences (Facebook audience, Instagram audience, LinkedIn audience), establishing a core LPCS voice utilizing appropriate content and materials for each specific audience
- Assist in the development of lay video content (phone-based) for social media and promotions
- Collaborate with the Development Team on developing digital and print communications regarding fundraising events, with overall responsibility for social media content
- Contribute to LPCS website content and updates as needed

Fundraising & Community Engagement Events

- Assist with planning, coordination and execution of fundraising and stewardship events of all sizes
- Support Donor Relations Manager on managing fundraising event websites and registration
- Assist with the acquisition of raffle and auction items along with other in-kind event support as needed
- Assist the Volunteer Manager in the planning and execution of volunteer events as needed
- Active participation in all engagement and fundraising events required
- Assess event impact and success and evaluate opportunities for improvement
- Assist or manage, based on experience, with video and tech for events
- Other duties as assigned

Administration

- Adhere to all agency policies
- Attend scheduled staff, supervision, and team meetings
- Work collaboratively with other departments and colleagues
- Assist in creating reports and notetaking for Development Team and Development Committee
- Serve as a champion for LPCS mission
- Other duties as assigned

Qualifications

- Bachelor's degree or equivalent experience required
- Demonstrated familiarity with Facebook, Instagram and LinkedIn required
- 1-3 years of nonprofit and/or fundraising experience strongly preferred
- Experience with database management and commitment to data integrity strongly preferred; experience using Raiser's Edge strongly preferred
- Strong written, oral, interpersonal, and presentation skills required
- Experience with video production is desirable
- Commitment to maintaining investor confidentiality
- Ability to work with donors, volunteers, staff, and external partners
- Ability to be flexible and adapt to changing organizational needs
- Commitment to improving the life experiences and outcomes for our neighbors experiencing homelessness
- Excellent judgment and creative problem-solving skills
- Interest in and ability to contribute to an environment of inclusion and belonging through experience, knowledge, and skills
- Entrepreneurial team player who can multitask

Lincoln Park Community Services is an equal opportunity employer.

We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve.