



Position Title: Development and Communication Coordinator
Position Status: Full-time/ Salaried/ Exempt
Reports To: CEO
Direct Reports: None
Salary Range: \$24,000-\$30,000

Position Responsibilities: (include but are not limited to):

Fund Development Plan and Implementation:

- Assist in creating fund development plan & timeline annually
- Assist with forecasts & prepare evaluation/ analysis of development potential
- Implement strategy to meet or exceed fundraising goals as established annually
- Integration/ implementation of the development plan and organizational priorities
- Coordination and implementation of annual Partnership Campaign, including Campaign Kickoff and all mail campaigns
- Assist with cultivation & maintenance of corporate and individual donor relationships
- Coordination and implementation of annual events
- Grant writing & proposal development
- Develop & implement new strategies as appropriate

Communication & Marketing:

- Development and implementation of annual communication & marketing plan and strategies
- Maintenance of consistent story and message & the ability to accurately and effectively communicate the mission and vision of NeighborWorks Rochester
- Coordination & implementation of all public relations efforts, including press releases, media coverage, community events, and opportunities to create exposure and visibility
- Development and/or maintenance of NeighborWorks Rochester communication and marketing materials
- Development and production of newsletters, annual report, and other corporate communication
- Management of NeighborWorks Rochester website and social media presence
- Assist program managers with programmatic marketing efforts and collateral
- Develop and implement new strategies as appropriate
- Support organization at community events

Departmental Operations:

- Staff liaison to Development Committee; Attend monthly Committee meetings
- Database management for fund development, communication, & volunteer contacts
- Implementation of recognition, acknowledgement and incentives for donors, sponsors and volunteers in order to maintain and improve relationships
- Represent NeighborWorks Rochester externally in a manner that will foster the best possible relations with volunteers, partners, media, donors and sponsors. This will include representation at events where appropriate
- Departmental reporting, monitoring results and assessment, analysis of information and administrative tasks as required
- Other tasks that may be required to assist the CEO or COO and any other tasks that may be required to fulfill the objectives of the agency



Experience & Qualifications:

- Four year degree in Marketing, Communications, Public Relations, Journalism or other related field preferred
- Skilled writer (samples will be required)
- Superior organizational and communication skills
- Experience with website management and social media
- Ability to handle multiple projects at any given time
- Ability to work a flexible schedule with nights and weekends required
- Transportation necessary and valid drivers license required
- Must possess service attitude

Characteristics and Temperament:

Due to the critical nature of relationship building and relationship maintenance that is instrumental to the success of this position, considerable attention will be given to the candidate's character and temperament. Candidates must be astute at relationship building and development. This is a demanding position that requires the ability to handle multiple tasks and also the ability to work effectively with many different individuals and personalities. The candidate must be willing and able to maintain a low profile when necessary, to allow volunteers and donors to receive credit for an activity or for involvement. This person must be able to offer a satisfying and rewarding experience to the external partners, donors, and volunteers that will interact with him/her during the course of their work. One must be professional, self-motivated, flexible, persistent, very attentive to detail and able to be an organizer and coordinator of many activities. Additionally, this person will also be willing to handle the clerical aspects of the Development Department. He/she must have the ability to remain persistent and motivated even in the face of adversity or challenge.

Compensation: Salary commensurate with experience; Health, dental and other fringe benefits are provided consistent with NeighborWorks Rochester policies.

NeighborWorks Rochester is an equal opportunity employer.

Please forward resume and cover letter to:

Kim Brumber, CEO
NeighborWorks Rochester
570 South Avenue
Rochester NY 14620

kbrumber@nwrochester.org

Applications will be accepted until the position is filled.
No phone calls please.