



Communications and Donor Relations Specialist ADMINISTRATIVE

JOB POSITION	<i>Coordinator</i>
JOB TITLE	<i>Communications and Donor Relations Specialist</i>
DEPARTMENT/PROGRAM	<i>Marketing/Development</i>
REPORTS TO	<i>Senior Director of Communications & Donor Relations</i>
APPROVED BY	<i>CEO</i>

EOE Statement

JFS supports and is committed to Equal Employment Opportunity. It is our policy to provide equal opportunities in any term, condition or privilege of employment to all employees and potential employees on the basis of their merits and ability to perform, without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, citizen and veteran's status, national origin, ancestry, age, disability, genetic information, or any other prohibited factor.

Job Summary/Purpose

Your skills include: Agency Knowledge, Informing Others, Organization, Verbal Communication, Managing Processes, Internal & External Client Focus, General Consulting Skills, and Multi-tasking. You are a quick learner with strong written and verbal communication skills. Bachelor's Degree in Marketing, Public Relations, Communications or related field. Minimum 3 years of successful work including event coordination, public relations, social media, proposal creation, solicitation experience preferred. Experience in non-profit organization and Word, Outlook, Excel, Constant Contact and Donor Perfect is preferred.

Duties & Responsibilities

Position Specific:

- Makes decisions; solves problems; develops procedures; conducts meetings; represents department/program at internal and external meetings.
- Effectively and consistently manage multiple priorities
- Establish effective communication lines/methods.
- Conduct development outreach and evaluates measurable
- Responsible for knowing and following agency policies and procedures.
- Abides by Agency/NASW Code of Ethics.

Title Specific:

Events

- Plan, organize and conduct agency fundraising and special events (Cocktail Party, Golf Tournament, House Tour, Card Party, Herb Dinner)
- Data inputting related to events
- Conduct committee meetings including agendas, notes, coordination and member requests

Fundraising

- Assist with activities for annual solicitations, campaigns and major gifts (includes direct mail, face-to-face request and stewardship)
- Assist with marketing/development department activities as needed
- Act as a liaison between the Senior Department Director and Board of Directors, CEO, Committee members and agency department staff.
- Work in collaboration with program staff and volunteer committees

Graphic Design

- Supervisor Graphic Designer
- Coordinate agency marketing materials including business cards, flyers, brochures, branding, printed materials, etc.
- Develop art calendar and project management

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. Job descriptions and duties may be modified in partnership with the Human Resources department.

HR: 6/2017; 1/2018; 8/2018

- Interface with printers and marketing vendors

Social Media

- Develop and update content (3-5 posts average per week)
- Ongoing management of interactive media pages
- Monitoring, Response/Reply (as appropriate)

Website

- Writes copy for website(s)
- Updates website with up-to-date events, news and programs
- Works with design team for website layout updates outside of copy changes

Position Requirements

- Education – Bachelor’s Degree in Marketing, Public Relations, Communications or related field.
- Experience
 - Minimum 3 years of successful work including event coordination, public relations, social media, proposal creation, solicitation experience preferred.
 - Experience in non-profit organization
 - Word, Outlook, Excel, Constant Contact and Donor Perfect is preferred
 - Knowledge of mail merge, creating labels and envelopes a must
- Personal Trait
 - Proactive, quick and versatile learner in a fast paced environment.
 - Problem Solver – Ability to proactively correct issues or programs that may arise
 - Impeccable attention to detail
 - Excellent verbal and written communication skills, including the ability to communicate effectively with donors, staff, board and volunteers.
 - Must have exceptional time management, project management and organizational skills
 - Enthusiasm for managing multiple priorities and deadlines
- Fleet - Position requires ability to drive. When using agency or own vehicle, employee must have a Valid NJ driver’s license and proof of NJ Auto Insurance (\$100,000-\$300,000). Driving will be suspended without these two forms of proof filed in Human Resources (Personnel file), annually.
- Working Conditions - from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth.

Physical Requirements

- Ability to work indoors at a desk for extended periods of time.
- Ability to work outdoors traveling to other job sites as needed and if required.
- Ability to lift and carry 10-20 lbs. as needed.
- Listen, talk, interact, and effectively communicate with other employees, supervisors and outside clients.
- Standing and/or sitting for extended periods of times.
- Use of phone and computer for extended periods of time.
- Bending, reaching and twisting in the performance of daily job functions.
- Seeing, reading, writing and utilizing a computer keyboard, mouse and other computer implements.
- Ability to work a set schedule consistent with job and/or agency needs.

Compliance

Responsible/Ensure compliance with JFS policies, procedures, regulatory requirements, and any other laws and regulations.

Accommodations

Persons with mental or physical opportunities are eligible for employment as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If accommodation cannot be made because it will cause the employer undue hardship, such persons may not be eligible.

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Employee Print

Employee Signature

Date

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