



**Position:** NEW Communications & Development Coordinator

**Exempt/Non-Exempt:** Non-Exempt

**Hours/Week:** 32-40

**Hourly Wage Range:** \$23.56 to \$26.44

**Reports To:** Director of Communications & Development

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**About Valley Outreach:** Everybody needs help sometimes. Valley Outreach offers people a wide range of support – whether they need food, clothing, or help navigating resources during challenging times. Our programs include a food shelf, clothing program, and client support services. Volunteers, donors, and partners are critical to the success of the mission of Valley Outreach. When we work together, we can help neighbors find a place of stability.

**Position Summary:** The Communications & Development Coordinator position is responsible for supporting the fundraising, communications, and donor stewardship efforts of Valley Outreach under the direction of the Director of Communications & Development and in collaboration with the Donor Relations Manager. This role focuses on implementing annual giving campaigns, maintaining accurate donor data, producing timely acknowledgment letters, assisting with grant writing, and responding to donor inquiries. The Communications & Development Coordinator plays a critical role in ensuring the efficiency and effectiveness of the organization’s segmentation strategy and development operations. This role is on a team with the Volunteer Manager, the Donor Relations Manager, and the Social Media & Communications Coordinator.

Valley Outreach offers a competitive benefits package, including a low-deductible medical and dental plan (with 90% of the premium paid by the organization), and a low-cost vision insurance plan. Valley Outreach also provides short-term disability coverage, a Simple IRA, a flexible spending account, an employee assistance program and PTO in addition paid holidays.

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**Essential Duties & Responsibilities:**

**ANNUAL GIVING CAMPAIGNS (20%):**

- **Campaign management:** Coordinate and manage the execution of annual giving campaigns, including direct mail, email appeals, and online fundraising initiatives.
- **Campaign segmentation:** Coordinate donor segmentation strategies to target specific audiences and maximize campaign effectiveness.
- **Analysis:** Track and analyze campaign performance, providing regular reports and recommendations for improvement.

**COMMUNICATIONS (20%):**

- **Online Communication:** Create and execute online fundraising and engagement campaigns and support Peer to Peer fundraising efforts.
- **Brand Management:** Support branding efforts related to donor and volunteer engagement.
- **Copywriting:** Write and send Constant Contact emails (fundraising and engagement) as needed.
- **Graphic Design:** Create social media graphics, print materials, and presentations using Canva.
- **Contact management:** Manage and maintain the Constant Contact email database.

#### **DATA ENTRY, MANAGEMENT & REPORTING (30%):**

- **Data entry:** Maintain and update the donor database Raiser's Edge NXT (RE NXT) with accurate donor and gift information. Ensure data integrity and donor privacy.
- **Reports and Analysis:** Generate donor reports and dashboards to track fundraising progress and identify trends.

#### **DONOR STEWARDSHIP (15%):**

- **Professional Donor Relations:** Respond promptly and professionally to donor inquiries, providing information or directing them to the appropriate staff as needed.
- **Donor Acknowledgment:** Prepare, coordinate signing, and send timely and personalized acknowledgment letters.
- **Donor Recognition:** Collaborate with the Director of Communications & Development and Donor Relations Manager to prepare donor communication & recognition materials, including quarterly impact reports and the Annual Impact Report.
- **Event Planning:** Assist the Director of Communications & Development and Donor Relations Manager in planning, logistics, and executing donor appreciation events, fundraising events, and campaigns.

#### **GRANT WRITING SUPPORT (10%):**

- **Grant Research:** Research prospective grant opportunities aligned with the organization's mission and programs.
- **Grant Record Management:** Support Communications & Development staff in maintaining records, including grant agreements. Track grant outcomes and prepare progress reports for funders as assigned.
- **Grant Calendar:** Maintain a calendar of grant deadlines and coordinate submission timelines.

#### **GENERAL DEVELOPMENT SUPPORT (5%):**

- **Administration Support:** Provide administrative support for the Communications & Development team, including scheduling meetings, preparing materials, and handling correspondence.
- **Special Projects:** Support special projects assigned by the Director of Communications & Development.

#### **OTHER DUTIES AS ASSIGNED**

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#### **Expectations and Work Experience:**

- Individuals with lived experience with basic needs services, BIPOC, and the LGBTQIA+ community are highly encouraged to apply.
- 1-3 years of experience in nonprofit development, fundraising, communications or a related role.
- Proficiency with donor databases/CRM systems (e.g., Blackbaud: Raiser's Edge) and Microsoft Office Suite.
- Eye for design and an ability to create informative graphics and materials that are aligned with our brand, message, and audience.
- Strong written and verbal communication skills, with attention to detail and accuracy.
- Excellent organizational and time management skills, with the ability to prioritize and meet deadlines.
- Self-motivated and able to work independently, as well as collaboratively within a team.
- Passion for the organization's mission and a commitment to advancing its goals.

#### **Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

- Primarily office-based, with occasional remote work options.
  - Ability to maintain regular, punctual attendance.
  - Ability to lift 30 pounds and transport supplies.
  - Valid driver's license and good driving record.
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**To apply for this position:** Forward your resume and cover letter to [jobs@valleyoutreachmn.org](mailto:jobs@valleyoutreachmn.org) and place Communications & Development Coordinator in the subject line.

This process will include:

- A review of information from all interested parties. Be sure to provide your phone number and email so that we may contact you.
- A phone screening conversation will be set up with those candidates who most closely meet the requirements of the position. Several candidates will be invited to an in-person conversation regarding the position.
- A second, in-person conversation, if needed.