



## **DEVELOPMENT & COMMUNICATIONS COORDINATOR**

### **Summary of Position:**

The Development and Communications coordinator will support CIELO's growing programs and impact through marketing and fundraising. This position will work closely with all staff at CIELO, to coordinate and ensure the completion of all tasks related to communications and development.

### ***Your Why:***

- You are interested in growing your marketing and fundraising skills in a fast-paced and growing mission-based organization.
- You deeply value a mission bigger than yourself; an organization rooted in *Trust, Empathy, Innovative, and Accountability*; and, service to under-resourced communities.
- You have a passion for the entrepreneurial mindset, community empowerment, and social and economic justice.
- You embody the entrepreneurial spirit by excelling in identifying problems, creating opportunities, and taking on the challenge of seeking solutions, all in collaboration with others, to create meaningful social and economic results.

### **Responsibilities**

#### *Development/Fundraising*

- Record gift data, coordinate thank you letters, and track gift stewardship status in donations database.
- Periodically review and clean gift and stewardship data for accuracy.
- Draft and edit fundraising materials such as thank you letters and email campaigns.
- Support Executive Director with stewardship planning and implementation for donors/ funders.
- Assist with event planning and logistics.

#### *Marketing and Communications*

- Coordinate bimonthly newsletter, social media content, promotional emails, and other digital communications.
- Assist with creation of marketing-communications content including drafting and editing marketing copy, creating event fliers, editing videos, and maintaining content library.
- Maintain special events and communications calendar.
- Assist with the planning of events, including supporting virtual and in-person event planning and logistics.
- Generate marketing lists from Eventbrite, CRM system and Mailchimp.

#### *Operations*

- Assist with periodic review and improvement of marketing-communications and fundraising workflows.
- Assist with reporting and analysis on marketing-communication channels and fundraising data.



### **Qualifications**

#### Knowledge & Skills

- Strong writing and communication skills.
- Experience with Mailchimp, Hootsuite, and Canva, or an ability to learn new programs quickly.
- Experience with Google sheets, Microsoft Excel, Airtable, and/or CRM systems.
- Entrepreneurial, self-directed, and able to work within a fast-paced environment with minimal supervision.
- Commitment to CIELO's mission and to diversity, equity, and inclusion and comfort working with people from all racial, ethnic, and socioeconomic backgrounds.

#### Education & Experience

- This is an entry-level position.
- College degree, or similar experience preferred.
- Values-based individual with a kind, enthusiastic, positive, and curious energy.
- Ability to naturally interact with and respect a diverse group of people.
- Bi-lingual (Spanish and English) preferred.

### **Salary & Benefits**

- Salary will range from \$45k-60k, depending on experience.
- Benefits include: generous vacation benefits, healthcare, and flexible remote work.

### **Apply**

- If you think this sounds like your next opportunity, please email: [info@cielocommunity.org](mailto:info@cielocommunity.org).
- Include "Development and Communications Coordinator" in the subject line, and attach your resume and cover letter.
- Deadline to apply is September 21, 2022.