

POSITION DESCRIPTION

Job Title:	Development & Communications Coordinator		
Reports to:	Senior Director of Development		
Supervisory Responsibilities:	No	FLSA Status:	Hourly/Non-Exempt
Department:		Hours Per Week:	40
Pay:	\$17.00-\$19.00/hr.	Benefits Eligible:	Yes

Position Summary: The **Development & Communications Coordinator** manages KLF’s donor database, coordinates gift receipting and acknowledgement, and generates fund development reports. In addition, this position supports the communication functions of the organization by managing social media, coordinating communication materials, and supporting fundraising and marketing events

Essential Functions:

- Administers and manages KLF’s Raiser’s Edge donor database.
- Inputs large amounts of constituent and donation information with detail and accuracy.
- Generates gift receipts and acknowledgements on a timely basis.
- Maintains and ensures accurate, up-to-date data.
- Prepares reports and mailing lists. Coordinates newsletter and other mailings, including supporting mailing volunteers and delivering newsletters to post office.
- Maintains/manages social media communications with timely and relevant content. Updates according to regional, organizational, and seasonal changes in messaging.
- Works closely with Marketing Consultant and Senior Director of Development on communication needs, campaigns, and branding alignment.
- Assists with promotion of food distribution activities and food security advocacy initiatives. Stays knowledgeable on food security and other related advocacy issues.
- Manages inventory of key communication materials and assists other departments when materials are needed for programming.
- Supports the Warehouse Manager with communication needs for food drives.
- Collaborates with finance department to reconcile data.
- Works with other members of the Resource Development Department and the Services Department to attend community information fairs and events.
- Supports the work of the Resource Development and Services department by participating in other events and activities as necessary or required.

Universal Competencies

- Mission, Service, and Urgency
- Integrity, Stewardship and Accountability
- Respect: Inclusion, Diversity, and Equity
- Collaboration and Teamwork
- Communication
- Organizational Improvement and Professional Development
- Dependability and Flexibility

Minimum Requirements:

- Bachelor's Degree in or equivalent experience.
- Knowledge of and experience with data management systems, reporting, and procedures.
- Ability to manage exceptional attention to detail even when multi-tasking.
- Excellent time management skills; ability to manage workflow and meet deadlines.
- Strong written and verbal communication, organizational, and planning skills.
- Ability to work independently, exercise good judgment, and be flexible with schedule as required.
- Demonstrated experience with Microsoft Office applications.

Preferred Requirements

- One (1) year in a community-based human services/ non-profit position.
- Experience working with members of the community.
- Ability to speak, read, write, and understand multiple languages in addition to English, especially Spanish or Arabic.
- Proficiency in Blackbaud Raiser's Edge donor management software and/or Luminare marketing software.

Physical Requirements:

- Frequently required to use hands and fingers to handle, feel, or operate equipment and reach with hands and arms.
- Frequently sits throughout the day.
- Occasionally required to lift, move, carry, pull and push files/objects up to 10 pounds while sitting, standing, climbing, or walking.
- Required to regularly speak clearly and hear, using the English language.
- Required to regularly stand and walk.
- Specific vision abilities required include close vision and the ability to adjust focus.

Work Contacts

- Regularly reads, writes, and speaks with volunteers, peers, supervisor, and members of the community.
- Regularly demonstrates excellent interpersonal and relationship building skills.

Work Environment:

- Frequently in the general office environment, lighting and temperature are adequate, and there are no hazardous conditions.
- Noise level is usually moderate/conversational.
- Occasionally exposed to outdoor climate and warehouse conditions.

**To apply for this position, please submit your resume to
Jada@kzoolf.org**

You may also submit/ drop off your resume to:

**Kalamazoo Loaves & Fishes
901 Portage Street
Kalamazoo, MI 49001**

OR

<https://www.indeed.com/cmp/Kalamazoo-Loaves-&-Fishes>