



Development and Communications Coordinator Job Description

Sustainable NCW seeks a Development and Communications Coordinator that will work with the Executive Director and Board to identify, plan and execute both immediate and long-range diverse fundraising opportunities and oversee planning and implementation of community outreach and communications.

Initial compensation: \$20/hr, 15 hours per week. On-the-job training will be provided by the Executive Director as needed.

Depending on reaching development goals, this position is expected to eventually increase up to 30 hours per week with expected raises in the hourly wage. Along with this growth, additional leadership and public outreach opportunities are possible including: speaking engagements, visiting schools, and working with the Executive Director on various community engagement initiatives.

Key Responsibilities:

Development

- Work with the Executive Director to create and execute development strategies to reach fundraising goals including:
 - researching, writing and editing grant applications
 - identifying business and event sponsorship opportunities and pursuing them. Managing annual renewal of business sponsorships, issuing invoices and receiving payment.

- identifying and executing strategies to increase individual donations and memberships, including managing the GiveNCW campaign
- using DonorBox to manage the membership program
- assisting with the Earth Day Fair silent auction

Community Outreach and Communications

- Aid in engaging our community by:
 - assisting the Executive Director in planning the Earth Day Fair at Pybus every April
 - using Canva for graphic design of flyers and social media images
 - monitoring social media accounts and creating engaging posts, including video
 - promoting events and classes, including writing press releases and doing occasional radio interviews
 - aiding the Executive Director in creating a monthly e-newsletter for 700+ subscribers
 - writing blogs and posting guest blogs using Wix
 - representing Sustainable NCW at community events and occasionally at meetings with other local nonprofits or agencies

Other duties

- Perform other administrative and outreach duties as needed
 - helping manage documents in Google Drive
 - using Wix to maintain and improve our website, including SEO (search engine optimization)