



J. MURPHY & ASSOCIATES
STRATEGIC DEVELOPMENT + CREATIVE COMMUNICATIONS

Development Coordinator: Communications & Events

Full time: 37-40 hours a week

Key Responsibilities: Communications

- Write and update copy for web, SM channels and print collateral
- Write newsletters, annual reports, campaign materials, and marketing/comm information to support programs, events
- Graphic design – Adobe Software (In Design)
- Compose, edit and proof event collateral materials, including but not limited to: sponsorship and silent auction solicitation letters, press releases, invitations, programs, PPT and agendas

Key Responsibilities: Event Coordination

- Assist with the planning and execution of all aspects of events and organized meetings
- Coordinate e/ mailing projects
- Manage registration and logistics including silent auction, volunteers, venue, food, registration, and entertainment for events ranging from small donor receptions to galas, 2 day symposiums and luncheons
- Attend event committee meetings and take notes
- Fundraising acumen – desire to request donated items or funds to support events

Key Responsibilities: Database and Acknowledgements

- Generate acknowledgments for all gifts to corporate/foundation donors
- Perform regular maintenance in client database(s); including updating donor records (contact information, deadlines, guideline updates) keeping organized paper records for reconciliations, audits and general hard copy history
- Funder Database management and clean up (Access, Sales Force, E-Tapestry, RE, Donor Perfect, Bloomerang)
- Funder Database training for client staff
 - Setting up reports
- Assist as needed with database projects

Key Responsibilities: Grants and Prospect Research

- Research potential funders, including reviewing fit, identifying guidelines and updating deadline, and attachments information
- Process all funding updates; receive and input donation information (including contact info and date of receipt) in client calendars and funding report spreadsheets
- Generate grant calendar reports to monitor ongoing work plans and grant writing assignments; prepare monthly fundraising/development and activity reports for clients
 - Zip file and report to clients at the close of each month
- Subscribe to key list serves and provide weekly updates to Principal
 - E.g. – CYF-Listserv; State Register; grants.gov RSS feed



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Key Responsibilities: Billing & Special Projects

- Create client accounts and new projects in Bill4Time
- Prepare monthly invoices and activity reports
- Pull time reports
- Work on client projects as assigned

Experience and Qualifications

- Bachelor's degree in a communication-focused area of study (or equivalent professional experience) required
- 2 – 3 years demonstrated experience with nonprofit organizations
- Skilled at coordinating the planning and implementation of events and events-related communications
- Skilled at working with staff with various strengths and personalities.
- Excellent written and interpersonal communication skills
- Proven organizational skills including the ability to maintain data systems, prioritize projects, meet multiple deadlines and work with teams
- Attention to detail
- Excellent computer skills: Microsoft Office Suite, Outlook, databases – Sales Force, Raisers Edge, E-tapestry