



**connections**  
FOR THE HOMELESS

2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

## JOB DESCRIPTION

### DEVELOPMENT COORDINATOR - COMMUNICATIONS

FLSA Status: Exempt

**Summary of Position:** The Development Coordinator - Communications position is responsible for communicating with agency stakeholders. Serving on a team of nine, the coordinator will manage messaging across digital and print communications to both targeted and broad audiences. The Coordinator is supervised by the Associate Director of Development – Communications & Donor Engagement.

#### **Specific Duties:**

##### Communications Management

- Maintain consistency across all communications and ensure that all content and data is up to date.
- Generate content across multiple channels that supports the Agency's voice and objectives.
- Manage digital content including social media profiles, social media assessment, and website edits.
- Write and execute monthly email newsletters and manage email lists.
- Draft content for mailed communications including stewardship campaigns, solicitations, and acknowledgment letters.
- Contribute content and ideas for additional communication needs including but not limited to videos, presentations, press releases, and event collateral.

##### Project Management

- Oversee all aspects of mass mailing projects including:
  - Maintaining schedule and meeting deadlines.
  - Drafting content for letters and story cards.
  - Pulling mailing lists and do list segmentation for mass mailings.
  - Personalize letters and assign handwritten note assignments.
  - Manage printing all mass mailing components both internally and with external vendors.

- Assemble mailing components and execute in-house mailing.
  - Update information in donor database as needed following mailing.
- Support production of collateral materials including Annual Report and Impact Cards.
  - Collect content and information for print pieces.
  - Coordinate production with graphic designer and printers.
  - Update materials on website.

#### General Responsibilities

- Support overall creation and implementation of annual development plan
- Attend and support all agency events, especially development department events
- Represent the Agency at community, school, and faith events on occasion, as requested
- Perform other duties and complete special projects as assigned
- Adhere to the Code of Conduct for Connections for the Homeless and demonstrate agency core values in all interactions with program participants and staff

**Schedule and Work Environment:** Connections for the Homeless is committed to a hybrid work environment as each unique position allows. This position would work out of the Lake Street Church location, located at 1458 Chicago Avenue in Evanston, IL. This is a full-time role with a Monday through Friday daytime schedule. Some evening and weekend work will be required to support agency events and committee meetings.

#### **The following qualifications are requirements for the position:**

- Bachelor's degree and/or previous work experience in non-profit management, fundraising, communications, or marketing.
- Valid Illinois Driver's License
- Excellent writing, speaking, and interpersonal skills
- Able to work independently and with diverse populations
- Flexible Schedule available for evening and weekend work

**The following qualifications are highly desirable:**

- 1-3 years professional experience, preferable working in either development or communications at a non-profit.
- Exceptional communication skills, including strong writing and copy editing with strong attention to detail.
- Proficient in using digital/social media and monitoring and management tools.
- Excellent computer skills, including MS Office (Word, PowerPoint, and Excel) and Adobe Creative Suite.
- Experience with InDesign, website content management software, and Google analytics.

**Other requirements:**

- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis

**Reports to:** Associate Director of Development – Communications and Donor Engagement  
March, 2022