

Voices of Hope

Job Title: RESOURCE DEVELOPMENT COORDINATOR

Reports to: Executive Director

Positions Supervised: Volunteers as assigned

Status: Full-time, salary, exempt

As Resource Development Coordinator, this person will:

- Develop donor relationships and maintain regular communication with current and potential donors including nurturing relationships via face-to-face contact, email, letter, events and maintaining a current donor database
- Coordinate with Board, resource development committee and staff fundraising events and donor-related events
- Assist the Executive Director in researching, grant writing, and grant reporting to support the agency mission
- Develop print marketing materials related to fundraising in collaboration with other staff and ensure consistent use of agency logo and brand
- Work with the Executive Director and Board to create an annual resource development and communications plan
- Coordinate news media requests and develop news releases, PSA's, etc. that help the agency get positive print and digital coverage
- Assisting in managing content of the Voices of Hope website and develop and oversee all content used on social media and on the agency website
- Represent Voices of Hope at various community organizations and speak on behalf of Voices of Hope at fundraising events, churches, local organizations
- Coordinate with staff on internal and external resource development and communication strategies
- Additional duties as assigned

Qualifications and Skills:

- Education and/or significant work experience in resource development and communication fields
- Excellent written, interpersonal, and verbal communication skills
- Education or experience work with news media
- Familiarity with webpage management systems and various social media platforms
- Must be motivated and able to work in a team environment with minimal supervision
- Experience with non-profits and/or feminist organizations
- Familiarity with Network for Good or similar donor database