



**POSITION: Development and Communications Coordinator**

**REPORTS TO: Chief External Affairs Officer (CEAO)**

**AGENCY SUMMARY:**

Child Care Resources (CCR) has been at the forefront of the early learning landscape for 30 years ensuring that all children have equitable access to safe, engaging and positive early learning experiences that promote school readiness and lifetime success. With a staff of 110 and a budget of \$13 million (89% publicly funded), CCR provides a broad array of services for families and child care providers so that they in turn can support the development and well-being of our children.

**OPPORTUNITY:**

The **Development and Communications Coordinator** will be responsible for providing a wide range of interagency support to include donor communications, donor database administration, annual fund activity support, major in person event coordination, and organization of public policy/advocacy communications. The successful candidate for this position will ensure the integration and alignment of these efforts for maximum impact, reflecting our commitment to anti-racism, equity, and inclusion.

The ideal candidate for this position will have a deep passion for social justice and equity for all children, relationship-building skills, and strengths in cultural relevance, problem solving, and engaging community in CCR's work. The individual will have a history of engaging collaboratively with multiple internal and external stakeholders and be energized by building intentional internal and external relationships.

The Development and Communications Coordinator will work in a team of four: Chief External Affairs Officer, Development Director and Communications Manager. They will support the work of development; communications; public partner relations; and the Policy/Advocacy Team primarily; though at times, this position will be tasked with broad agency support activities as well.

They will serve as a member of the External Affairs Department providing key communications perspective and participating in program decisions in collaboration with other department and agency members.

## **RESPONSIBILITIES:**

### **Event Coordination**

- Create, track and maintain event budgets and timelines.
- Collaborate with Chief External Affairs Officer and Development Director to solicit and manage corporate sponsorships.
- Research, track and update External Affairs Department on the latest in-person and virtual event trends.
- Process and track event registrations in Customer Relationship Management (CRM) system.
- Coordinate all event and guest experience logistics, including pre/post event communication, guest check-in, décor, catering, A/V and vendor coordination.
- Recruit and manage all volunteers needed before, during, and after events, including Event Committee if needed.
- Ensure event messaging is discussed, drafted, and updated according to timeline.
- Coordinate public presentations, third-party fundraisers, and community outreach opportunities as directed and according to annual fundraising activity plan, including workplace giving activities.

### **Annual Fund Activity Coordination**

- Assist in content development, design, and distribution of quarterly newsletter.
- Assist in content development, design, and distribution of annual appeals, including e-appeals, workplace giving, and third-party fundraisers.

### **Donor and Agency Communication**

- Provide support in creating, planning, and managing all social media activity for all agency platforms.
- Collect, organize and maintain agency photo/story bank with community photos and stories.
- Support the Communications Manager and Policy & Advocacy Manager with creating, editing, and designing communication materials for advocacy purposes such as one-pagers, memos, letters to the editor, etc.
- Manage agency website content and function, troubleshooting with vendors as needed, including updating user manual and training new web editors.
- Manage agency intranet (SharePoint), monitoring function and content, and training new users.
- Design printed and digital donor communication materials as needed in collaboration with development and communications leaders, and agency materials as requested by other teams; including management of design and print vendors as needed.
- Support the Communications Manager and Policy & Advocacy Manager with developing and implementing social media campaigns in collaboration with external advocacy partners.

- Utilize CCR's translation policy to ensure communication materials are accessible in appropriate languages for their audience.

### **Donor Data Administration**

- Maintain timely and accurate donor records in Raiser's Edge including constituent and gift entry, donor acknowledgment and tracking of receivables and corporate match gifts.
- Reconcile financial reports for accounting purposes and work closely with finance team to ensure timeliness and accuracy of revenue reports.
- Generate and maintain mailing lists, reports, donor profiles and other data needs for fundraising activities and agency/board updates.
- Serve as primary Raiser's Edge administrator by executing updates/upgrades, troubleshooting, maintaining optimal performance and training new users.
- Ensure accurate and timely processing of checks, credit cards, electronic fund transfers, and recurring pledge payments.
- Develop, maintain and update CCR's policies and procedures for entering data and pulling reports.

### **Interagency Support**

- As member of the Front Desk Team provide occasional coverage as needed.
- Coordinate all-staff meetings and events in collaboration with the Executive Team.
- Schedule Executive Team meetings and other leadership meetings as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Two+ years of nonprofit fundraising and communications experience preferred.
- Effective writing and editorial skills.
- Experience with Raiser's Edge or similar fundraising Customer Relationship Management (CRM) system required.
- Able to organize and prioritize work, adapt to changes in workload demands, multi-task and follow through.
- Creative thinker, capable of introducing new and better ways to deliver the Child Care Resources message. Skill in thinking strategically and in exercising sound judgment.
- Demonstrated understanding of community-centric fundraising practices, ethical storytelling, grassroots advocacy, and community organizing.
- A demonstrated commitment to diversity and inclusion; valuing diverse perspectives and encouraging contributions by all team members.
- Politically astute and tactful; attentive to the perspectives and competing interests of various internal and external stakeholders.
- Ability to translate technical policy writing and processes into accessible communications for the CCR community.
- Experience with, or willingness to learn design software such as Indesign or Canva.
- Experience with event planning and volunteer management.
- Experience with a variety of social media and email marketing platforms.

## **COMPETENCIES:**

### Mission Driven

- Demonstrates enthusiasm and positivity for the mission.
- Demonstrates alignment with the organization's stated values.
- Articulates the organization's goals around racial equity.
- Welcomes opportunities to engage with other programs and departments.

### Anti-racist mindset

- Takes responsibility for the impact of their own words and actions, regardless of intent.
- Accepts feedback about personal behavior.
- Understands unconscious biases exist in self and others, and that it can influence their work.
- Asks for feedback from others.
- Embraces diversity of perspectives and individuals.
- Engages in learning opportunities that result in self-growth.
- Seeks to build relationships with diverse individuals and groups.

### Communication

- Demonstrates active listening.
- Prioritizes and responds to messages in a timeframe that aligns with their own role and is responsive to the needs of the requestor.
- Has writing skills that match the expectations of their own role.
- Participates actively and contributes in small group meetings.

### Adaptability

- Demonstrates ability to adapt to changing circumstances.
- Demonstrates understanding tolerance with ambiguity.
- Models among peers an inclination to take on new challenges and seek opportunities for growth.

### Ownership and quality of work

- Meets established policies, quality and performance standards.
- Is responsive to supervisors, colleagues, clients and the community.
- Completes deliverables accurately and timely.  
Receives and integrates feedback when there are opportunities for growth.

## **COMPENSATION:**

### FLSA Status: Exempt

This is a full-time salaried position requiring a willingness to work some evenings and weekends. The expected salary range is between \$42,800 – 52,200/year, depending on qualifications and experience.

**BENEFITS:**

CCR's benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 10 paid holidays, 3 paid floating holidays, and week-long office closure at year-end, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, and 401k with 3% employer match.

CCR is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, immigrants and refugees, people from the LGBTQ community, people with disabilities, and people from other historically marginalized groups to apply.

**HOW TO APPLY:**

Please email cover letter, resume, and four professional references (2 of which must be current or prior supervisors) to [hr@childcare.org](mailto:hr@childcare.org).

To learn more about Child Care Resources, please visit [www.childcare.org](http://www.childcare.org)