



JOB TITLE: DEVELOPMENT & COMMUNICATIONS COORDINATOR
REPORTS TO: EXECUTIVE DIRECTOR

POSITION SUMMARY

Since 1994, North Country Animal League (NCAL) has been committed to promoting compassionate and responsible relationships between humans and animals through our animal welfare and educational efforts. We are a growing organization and are seeking a Development & Communications Coordinator to support our organization's fundraising and communication efforts. The Development & Communications Coordinator will work in partnership with the Executive Director to support strategic fundraising and community engagement efforts to meet revenue goals through donor relations and fundraising campaigns, communication and stewardship efforts, event planning and management, and grant development and management. We are looking for a passionate, creative advocate, with strong communication and relationship management skills to help build a sustainable future for our organization.

RESPONSIBILITIES

- In collaboration with the Executive Director, develop and execute an annual fundraising plan including donor solicitation, external communications, events, and grants management.
- Identify and cultivate relationships at all levels, including foundation, corporate, and individual donors.
- Implement cultivation and stewardship strategies that engage and recognize donors to strengthen relations with North Country Animal League.
- Solicit gifts for the annual fund, capital projects, and endowment.
- Oversee donor communication, database entry, reporting and gift processing.
- Manage annual fundraising events and promotional campaigns including planning, execution and evaluation.
- Manage grants and foundations applications, renewals and reporting including maintenance of calendar, filing and tracking systems.
- Develop and execute a strategy for identifying potential grants, foundations, and corporate donors.
- Maintain complete grant records and oversee reporting requirements.

- Manage the organization's external communications, including website, social media, public relations and promotions.
- Create, edit, manage and post social media content according to schedules and long and short term plans, and moderate comment threads on active posts.
- Implement strategies to increase social media presence and to track results and impact
- Manage and execute new website content, new pages, images and regular updates
- Coordinate with vendors around back-end capacity, SEO, etc.
- Strategically leverage NCAL messaging, programs, rescues and victories to get prompt earned media coverage in local, regional, and national outlets
- Coordinate design, content and production of NCAL's print communications (newsletters, annual reports, appeals, etc.)
- Develop and implement fundraising events including event planning, volunteers, sponsorships, donations and communications
- Organize and implement the annual appeal fundraising campaign.

REQUIRED QUALIFICATIONS

- Bachelor's Degree and/or 3-5 years of related experience in marketing and/or organizing and managing successful fundraising campaigns and public awareness events.
- Demonstrated knowledge of successful event planning and fundraising practices and principles.
- Proficiency with MS Office, Google products, and WordPress.
- Experience with and/or aptitude for outreach to foundations, corporations, and individuals.
- Familiarity across social media platforms
- Experience with grant writing (or willingness to learn.)
- Strong public speaking, interpersonal communication, and public relations skills.
- Experience working with volunteers, committees, and community leaders.
- Ability to work independently and collaboratively as part of a team with a high regard for accountability and outcomes.
- Strong organizational and planning skills in a fast-paced environment.
- Excellent time management skills with the ability to manage multiple long-term priorities.
- Ability to work occasional evenings and/or weekends.
- Genuine interest in animal welfare, non-profit work, and community-mindedness.

COMPENSATION & BENEFITS

- 40hrs/week, hourly position, pay range \$22-\$24/hour depending on experience
- Paid holidays and accrued paid time off
- Health, dental, and vision insurance available
- Employee assistance program
- Employee discounts
- Flexible work schedule possible

To apply, please send a resume and cover letter to Jacques Du Preez at jacques@ncal.com.

North Country Animal League is an Equal Opportunity Employer, with a commitment to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, or domestic partner status.