



frazer center
gather. learn. flourish.

*an inclusive community
where people at all levels of ability and disability
gather, learn and flourish together*

TITLE: Communications & Development Coordinator

CATEGORY: Non-Exempt

DEPARTMENT: Development

REPORTS TO: Director of Development

SUMMARY OF FUNCTIONS: The Communications & Development Coordinator helps to build community support for the Frazer Center and its mission of inclusion. This position requires very strong writing skills, particularly for digital platforms and social media, and good photography and design skills. The ideal candidate is able to work well with people of all abilities and has excellent organizational skills to support volunteer partnerships and fundraising/special events.

MAJOR DUTIES AND RESPONSIBILITIES

- Develop content and execute Frazer's overall communications and social media plan
- Manage, update and create content for Frazer's website in coordination with program staff, students and participants and their families and website contractors
- Manage online and direct mail campaigns, marketing, communications and collateral for annual fundraiser and other special events
- Support the content creation, editing, and execution of bi-weekly and monthly e-newsletters.
- Plan, create, and execute the Annual Report, editing and content writing.
- Update and/or create Frazer print and promotional materials
- Create content and develop audience growth for Frazer's social media and web presence, including but not limited to Twitter, Facebook and website blog
- Support the creation and management of volunteer partnerships and volunteer tracking
- Provide support to all fundraising special events
- Assist with communications of Frazer's event venue, Cator Woolford Gardens
- Assist in development and fundraising as needed
- Other duties, as assigned
- Some weekend work required

PHYSICAL FUNCTIONS

- Must be able to lift a minimum of 25 pounds
- Stand, walk, sit for long periods of time

ORGANIZATIONAL RELATIONSHIPS

Reports to the Director of Development. Assists and works in conjunction with all departments to facilitate communication, volunteerism and special events in support of programs with the primary goal of increasing numbers of donors and supporters to the Frazer Center

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Bachelor's Degree in communications, journalism, marketing, or related field. Experience with Microsoft Office and Adobe Creative Suite. Previous proven experience developing content and executing campaigns for social media, email marketing, and web platforms in professional setting. Between two to four years of previous experience in related fields preferred. Valid Driver's License and successful background check are required.

To apply: Send resume and cover letter to hiringmanager1949@gmail.com; no phone calls.