

## Communications and Development Coordinator Job Description

**Department:** Communications and Development  
**Position Title:** Communications and Development Coordinator  
**Funding:** 2 year grant funded position- The George Gund Foundation  
**Reports to:** Community Relations Manager and Development Manager  
**Salary Range:** 32,000-35,000 annual  
**Type:** Fulltime, Benefits Eligible, Non-Exempt

Founded in 1975, The Lesbian Gay Bisexual Transgender Community Center of Greater Cleveland is a leading non-profit organization that empowers Northeast Ohio's LGBTQ community through advocacy, education, collaboration and celebration. The heart of the region's LGBTQ community, The Center is a one-stop hub that provides opportunities and resources for all who it serves.

The Center's facility is a welcoming and visible space that brings the community together for resources, support, connections and programming. The Center serves as the public face and advocate for the LGBTQ community. Through leadership within the community, cultural competency training outside the community, media representation and collaborations, the organization aims to improve the quality of life in Northeast Ohio.

In addition, The Center has the important role of social connector, hosting year-round gatherings, public events and cultural programs that unite, honor and celebrate the LGBTQ community.

The Communications and Development Coordinator will work closely with the Community Relations and Development teams to support a range of communications and fundraising needs.

### Essential Job Functions

#### Communications

- Support the development and execution of identity and collateral materials for major organizational initiatives
- Work collaboratively with staff and Board Communications Committee to continue developing a comprehensive communications plan
- Provide organization-wide e-communications support

- Support the growth of the Center's programs and events through the development of marketing materials
- Grow the Center's social media presence, including the management of existing platforms, the development of appropriate usage policies, and exploration into new and innovative platforms
- Develop and disseminate traditional media messaging, including press releases, media alerts, information documents and more
- Crafts mass communications from the Center, including the Center's website, bi-monthly eNewsletters and eBlasts as needed
- Assists with media outreach and events, including public relations efforts and on-site interviews, as well as tracks media coverage and managing and expanding an established media database.

### **Development**

- Manage The Center's donor database (Donor Perfect) to enter gifts, track relevant information, build contact lists, inform strategy and planning, and produce timely lists for a wide range of funder communications and mailings.
- Assists solicitation follow-up, donor management and recognition, and constituent correspondence, including donor acknowledgement letters.
- Assists with fundraising appeals, including message development, appeal design, tracking of donors and list segmentation.
- Tracks grantee data and progress on deliverables for annual reporting.
- Manages online giving opportunities.
- Assists with key funding partnership development.
- Coordinates events: Takes lead on registration, on-site efforts, volunteer solicitations, and marketing efforts.
- Assists with new development projects, programs, and initiatives as they are developed.

### **Skills and Qualifications**

#### **Required**

- Bachelor's degree or equivalent experience in communications, marketing, business, non-profit management, or a related field
- Two to four years of experience in development, marketing and/or communications.
- Experience with database management
- Professional experience with social media, web design and email communication tools.
- Proficiency in the Microsoft Office and Adobe Suite
- Ability to tackle multiple tasks in a timely and effective manner.
- Excellent organizational skills and attention to detail. The right candidate must be exceptionally thorough and detail-orientated.
- Ability to work both independently and in team settings in an office environment.
- Excellent written and oral communication skills.

- Ability to work in a fast-paced environment and engage with a diverse population of guests and consumers
- Mindfulness related to social justice-oriented work and communicating messaging regarding marginalized communities

**Preferred**

- Experience in a non-profit environment
- Experience with various development techniques (such as donor cultivation, solicitation and stewardship)
- Experience with graphic design, specifically In Design, and collateral development
- Experience working in contact management systems

To apply, please submit a cover letter, resume, and writing sample to [jobs@lgbtcleveland.org](mailto:jobs@lgbtcleveland.org).

The Center values is an equal opportunity employer and values diversity and inclusion. Qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity/expressions, national origin, disability status, protected veteran status, or any other characteristic protected by law.