

**THE WOMEN'S CENTER
JOB DESCRIPTION**

JOB TITLE: Grants and Communications Coordinator
POSITION: Full-time, M-F 8am-5pm, occasional evening & weekend hours required
CLASSIFICATION: Exempt
DEPARTMENT: Development
REPORTS TO: Director of Development and Communications
SALARY GRADE/LEVEL/RANGE:
LOCATION: 425 BUILDING

JOB DESCRIPTION

The Women's Center is committed to providing safety, shelter, support, and confidentiality to assist in the educational development and emotional stability of the women and families served.

SUMMARY/ OBJECTIVE: The primary responsibility of this position is to coordinate the grants program, public relations activities, and communication functions. Develop, write and monitor the agency's private grants and maintain effective private grants system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Based on the objectives and needs of the organization, develop public relations strategies that will positively influence public opinion and create greater awareness of the agency's services.
- Draft text for brochures, flyers, agency newsletter, annual report, and other public relations materials as necessary. Maintain agency archives of printed and public relations materials.
- Draft and design bi-monthly e-News, working within Online Express from Blackbaud.
- Maintain the agency's website, including timely updates of service offering, events listing, homepage banners, and more.
- Establish and maintain cooperative relationships with media, publishers and printers, and/or public interest groups.
- Author organizational publications for internal and external audiences, including press releases, PSAs, employee newsletters, ensuring accuracy and timely releases.
- Respond to requests for information from the media or designate an appropriate spokesperson or information source.
- Working with the Director of Development & Communications and Executive Director, produce or coordinate production of advertisements or promotions, including billboard ads, radio ads, and sponsored content in news publications.
- With input from the Director of Development & Communications and Executive Director, manage direct mail appeals and related solicitations for integrated fundraising campaigns. Draft appeal letters, thank you letters and emails, secure competitive quotes from printers, and ensure quality production of mailings.

- Maintain social media program, increasing the agency's online presence through relevant and timely posts to Facebook, Twitter, Instagram, and LinkedIn.
- Develop effective proposals to private foundations, including donor advised funds at community foundations.
- Ensure the focus of funding source matches the agency's mission, programs and/or services, and that the final proposal is thoughtful, clear, and accurate.
- Identify and research potential funding sources including, but not limited to, foundations, corporations, religious groups, clubs, and individuals.
- Maintain files for each funder, including award letters, other correspondence, and proposals and revisions. Record pertinent notes, contact information, and scans of award letters in Raiser's Edge.
- Maintain grants calendar and meet deadlines of all tracked funding sources, working to migrate grants calendar to Raiser's Edge.
- Ensure all reporting requirements are met in timely manner.
- Ensure funders receive thank you letters in a timely manner.
- Maintain confidentiality.
- Complete forms in accordance with agency procedures.
- Adhere to organizational compliance with all local, state and federal regulatory agencies.
- Ensure the completion of all required paperwork, records, documents, etc. in a timely manner.
- Ensure compliance with all safety and work rules and regulations. Ensure the maintenance of departmental housekeeping standards.
- Ensure Confidentiality of all clients utilizing services.
- Completes other duties as needed and/or requested by supervisor to align with mission and vision of the organization.

Marginal duties:

- Provide support of special events.
- Provide needed back-up support to administrative office staff for mail delivery and other duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS:

- Knowledge and understanding of issues of domestic violence and sexual assault and abuse of children and adults
- Knowledge of graphic arts and design techniques desired and experience with In Design, Photo Shop helpful.

- Strong organizational and excellent writing and oral communication skills, including experience with public speaking and/or training programs.
- Proficient in Microsoft Office
- Demonstrated interpersonal skills, including the ability and willingness to collaborate with community members, businesses, and other staff in provision of services to residents
- English Language—Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods.
- Marketing — Knowledge of principles and methods for showing and promoting services. This includes marketing strategy.
- Client and Personal Service — Knowledge of principles and processes for providing client and personal services to clients
- Active listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Effective Time Management — managing one's time and the time of others.
- Service Orientation — actively looking for ways to help people
- Coordination — adjusting actions in relation to others' actions
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

EDUCATION/EXPERIENCE:

- Minimum Bachelor's degree in a job related major with 1-3 years of experience; or more than five years nonprofit experience in grants, communications, marketing, and/or PR; or a combination of education and experience.
- 1-3 years of experience with Blackbaud's Raiser's Edge required; experience with Luminate Online, RE NXT, or Online Express preferred.
- Experience with Adobe Design suite preferred.

LANGUAGE SKILLS: Ability to read, write and comprehend English.

REASONING ABILITY: Ability to utilize critical thinking, such as using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires a valid Wisconsin Driver's license and proof of insurance.

OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Largely sedentary role; some standing required; ability to lift up to 25 lb.
- Movement between various buildings may be required.
- Ability to ambulate up and down stairs.

WORK ENVIRONMENT: The Work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Works predominantly indoors, but does require local offsite

The noise level in the work environment is usually moderate.

ADA: This employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Women's center is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

This Job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.