



Position Title: Communications Coordinator

Office: Care Net, Virginia

Reports To: VP of Donor Relations

Exempt/Non-Exempt: Exempt

Direct Reports: None

Date: May 2021

Position Focus: The Communications Coordinator assists the VP of Donor Relations and the staff of the Major Donor and Foundation (MD&F) team with communications to major donors and foundations, through a variety of channels:

- **Manages process for MD&F mass mailings** (*i.e. FYE & CYE mailings, Christmas & Easter Cards, Headlines*)
 - Assists with creation of Case For Support, Christmas Cards, Annual Report/Tax Statements, Planned Giving Inserts, FYE appeal, etc.
 - Assists with writing and editing of support letters
 - Oversee hand addressing of envelopes for many mailings
 - Oversee “mail processing” (stuffing, postage, to post office, etc.
 - Documents in donor database mailed items to donors
- **Manages Major Donor Receipt letter process**
 - Writes (or assist with writing) relevant monthly receipt letters
 - On a daily basis, prints letters or saves electronically and provides to Major Gift Officers (MGO) to write personal notes
 - Document sent in donor database, setting tasks, including MGO personnel
 - Mails completed letters
- **Manages monthly major donor email process**
 - Work with VP to determine communication focus for each month, and PDL sponsor focus
 - Prepares email using Gmail merge in each MGO's Gmail account
 - Processes drafts to MGO's Gmail accounts for them to make changes to and send to donors
- **Manages monthly devotional mailing to Major Donor monthly donors (Caring Partners)**
 - Write short prayer-focus letter to accompany devotionals
 - Prints letters for MGOs to sign
 - Prepares envelopes, stamps, mails
 - Document sent in donor database, including personal notes added by MGO's
- **Manages donor prayer card processing**
 - Creates cards which MGOs have submitted via donor database
 - Prints cards daily for staff signatures during morning devotions
 - Returns signed cards to MGOs for personal note
 - Mails completed cards daily
 - Documents personalized notes in donor database

- **Executes quarterly foundation newsletter (*Headlines*) mailing and email**
- **Maintains appropriate inventory levels** of various printed materials, including stationery, printed reports and marketing materials
 - Places orders with various vendors for existing and newly created pieces of collateral
- **Assists with organizing MD&F events** (*Whiteboard Briefings, National Conference event, Resource Trainings, etc.*)
 - Assists with developing or requesting collateral for event
 - Assists with tracking attendees and follow-up
- **Assists VP of Donor Relations** with creating monthly reports on contribution revenue, board giving, etc.

Other Duties as Assigned

Conference and Other Events

- Travels to and performs duties, as assigned, at the Care Net annual conference.

Requirements

- Is a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Keeps Christ central in our individual and corporate lives and shares the Gospel of Jesus Christ. Attends and participates in daily staff devotions, regular prayer and fasting
- Possesses a strong commitment and dedication to the pro-life position and related sexual purity/health issues
- 2 years' experience working with databases, CRM experience preferred
- Strong analytical and problem solving abilities
- Strong written and oral communications with interpersonal skills
- Highly detailed and organized.
- Agrees with Care Net's Statement of Faith and Mission/Vision, and will seek to conduct him or herself according to the Core Values and Employee Conduct Policy.

To apply, please send a cover letter and resume to Kathy LoBuglio, VP of Donor Relations, at klobuglio@care-net.org

Prepared By: Kathy LoBuglio

Signature: _____ **Date:** _____

Employee Acknowledgement: Enter your name here

I have read and understand the Position Description for the position I hold at Care Net. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is for the purpose of information and to assist me in the performance of my position at Care Net.
2. It does not constitute an employment contract with Care Net.
3. It does not confer any rights for any employee.
4. It is subject to change at anytime without prior notice.
5. It is the property of Care Net.

I understand and agree that my employment with Care Net is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee’s Personnel File

Copy: To Employee
File

Copy: Position Descriptions