



We are looking for a **Development and Communications Assistant** to provide administrative support to various teams and programs. Editing and writing company materials will be an important part of your job. In this role, you should be an excellent communicator with strong attention to detail. If you also have administrative and social media marketing experience, we'd like to meet you. Ultimately, your goal will be to help ensure clear communication of our company's message across all channels.

Responsibilities:

Communications

- Help implement communications strategies
- Provide administrative support to programs and internal teams
- Draft and edit communications copy (e.g. press releases, publications, social media posts)
- Assist in maintaining web content and executing social media strategies
- Update databases and media lists
- Track projects and media exposure
- Facilitate effective internal communications
- Maintain calendars and appointments
- Prepare presentations and reports

Development

- Process donations and prepare acknowledgement letters and other correspondence..
- Continually update and correct database records.
- Conduct preliminary research on prospective corporate foundation and individual donors.
- Coordinate productions and mailing of spring and year-end appeal letters.
- Track tax credit donations in the database
- Send appropriate documentation to process credits to donors.
- Answer donor questions regarding tax credit programs.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.
- Handle all administrative details associated with the Board Development committee meetings (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Other duties as assigned by the Director of Development and Communications

Salary commensurate on experience

Associate's degree or 2-3 administrative assistant experience required. Preference to candidates with fundraising experience.

Comprehensive benefits package including medical, dental, vision, vacation time, sick time and holiday pay.