



<b>Job title</b>	<i>Marketing &amp; Development Coordinator</i>
<b>Reports to</b>	<i>Director of Development</i>
<b>Start Date</b>	<i>January/February 2022</i>
<b>Position Type</b>	<i>Full-Time</i>

### Job purpose

The New Haven Pride Center seeks to continue to grow our fundraising and marketing capacity by hiring a Marketing & Development Coordinator. This position will work closely with the Center's marketing and development team to elevate our fundraising opportunities, broaden our online presence, and manage our donor database.

### Duties and responsibilities

- Fundraising / Development Duties and Responsibilities:
  - Data entry into the Center's development and volunteer database
  - Manage donor appreciation letters and tax acknowledgements
  - Assist with the coordination of the Center's fundraising social media campaigns
  - Assist with development and fundraising and cultivation events
- Marketing Duties and Responsibilities:
  - Create the Center's bi-monthly e-newsletter, CenterWire
  - Create social media posts on the Center's platforms, including facebook, twitter, instagram, and tiktok
  - Assist with the coordination of the Center's larger social media campaigns
  - Assist with the management of the Center's Website
  - Maintain the Center's institutional mailing lists
  - Assist with graphic design
- Additional duties and opportunities as needed

### Qualifications

Persons in this position should:

- have strong verbal and written communication skills
- have strong organizational experience
- have 1-3 years of office work experience
- have experience working with volunteers
- have experience in using social media platforms for marketing purposes
- preferred but not required have fundraising experience, with data entry experience strongly preferred
- preferred but not required have graphic design experience, particularly with Canva
- be highly proficient in computer programs including Microsoft Office, Microsoft Excel, Google Docs
- be a self-starter and able to work independently without persistent oversight

### Compensation and Working Conditions

This is a salaried full-time position with an estimated salary between 30,000 - 32,500. The Marketing & Development Coordinator will work on a full-time schedule that will include occasional evening and weekend obligations. There are minimal physical requirements of this position. An ideal candidate will work in the Center's offices in New Haven.