



Title – Communications and Development Coordinator

Hours – Part-time:

Sept–May: 25 hrs/week

June-Aug: Flexible hours and vacation time

FLSA – Exempt

Summary – Communications and Development Coordinator is a part time position at St. Francis Manor. This person's time will be spent promoting St. Francis Manor in the community and supporting the cultivation of current donors and assist in developing prospective donors. This position reports directly to the SFM board of directors.

The ideal candidate has non-profit experience and is seeking a position that will afford them the opportunity to maintain a work/life balance. The seasonal nature of the job allows for flexible summer hours and vacation time.

Responsibilities

- Maintaining the donor database – Donor-Perfect
- Plan, promote and execute SFM major fundraising events in conjunction with the Development Committee and Board Members
- Responsible for annual mailing/appeal
- Pursue grant opportunities and write grants for SFM as necessary
- Write and distribute press releases on a regular basis
- Make sure the website and Facebook page are up to date
- Communicate with social agencies such as Senior Resource Association, Indian River County Housing Agency, VNA, etc. to keep abreast of current events and regulations
- Prepare reports for monthly board meetings
- Participate in the development of the annual budget with the Executive Director and Board of Directors

Employment Standards – Bachelor's Degree preferred. The candidate should have prior public relations and fund raising experience, and have the ability to work with the board of directors. An ability to communicate effectively in both verbal and written form is a must. An understanding of the needs of the elderly is a plus.

If you are interested in applying, please email your resume to Linda Scott at stfrancismanor@aol.com