

## North Carolina Coalition Against Domestic Violence Job Description

### Communications and Development Specialist

**Hours:** Full-time (40 hours); some evening and weekend work required

**Location:** Durham, NC

**Reports To:** Member Services Director

**Position Summary:** Under the supervision of the Member Services Director, this position will support the communications and resource development work of the organization. This position will assist with marketing activities and special events designed to promote awareness of and raise funds to support NCCADV's programs. The Communications and Development Specialist will also assist with media relations and the development and publication of materials for distribution to members, donors, and allied professionals. In addition, this position will assist with donor development and will maintain the organization's donor database.

#### Primary Job Responsibilities:

1. Coordinate development and implementation of annual communications/marketing plan.
2. Coordinate and organize special fundraising, marketing and recognition events.
3. Prepare NCCADV marketing and fundraising materials, in print and virtual media.
4. Coordinate and maintain NCCADV's Facebook page and other social media outlets.
5. Coordinate computer, cell phone, and other technology service needs for all staff members; orient new staff members to office technology and software applications.
6. Coordinate the development and publication of NCCADV's Annual Report, quarterly newsletters, and other publications as assigned.
7. Prepare press releases, Op Eds, and other materials to promote public awareness of domestic violence and the work of NCCADV.
8. Assist with media relations and monitor and track NCCADV's presence in the media.
9. Assist with the development and implementation of the annual fundraising plan.
10. Assist with solicitation of and communication with current and prospective members, donors, and corporate sponsors, including donor thank you letters and mailings.
11. Maintain and expand the donor database and reconcile deposits with e-Tapestry.
12. Maintain all records of memberships by category and coordinate membership renewals.
13. Assist with applications and reports to foundations.
14. Prepare reports identifying progress, adverse trends and recommendations related to the fundraising activities of NCCADV.
15. Disseminate mail to staff on a daily basis.
16. Secure and utilize signature stamping as authorized for outgoing correspondence and check payments, maintaining proper documentation as necessary.
17. Represent NCCADV before a variety of individuals and groups.

#### Other:

18. Prepare any necessary reports in a timely fashion, as required by funders and the Executive Director.
19. Participate in NCCADV regional and statewide projects and evaluation activities as required.
20. Participate in NCCADV staff meetings, in-service trainings, regional meetings, and retreats, and perform other duties as requested by the Executive Director.

**Qualifications:**

1. Knowledge of domestic violence and related issues with a commitment to ending domestic violence. Understanding of and commitment to issues of cultural diversity as they apply to domestic violence prevention, intervention and services; ability and willingness to work with people from a variety of backgrounds and experience.
2. Degree in Administration, Public Relations/Marketing or related area and/or 3-5 years experience in public relations, marketing, donor development and fundraising. Experience with non-profit preferred.
3. Computer proficiency in Microsoft Office, including Excel, Word, Publisher, Outlook and Power Point; experience with donor database and desktop publication software preferred.
4. Excellent oral and written communication skills.
5. Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies.
6. Comfortable with public speaking and making solicitations.
7. Ability to effectively organize and manage work time.
8. Commitment to contributing toward a positive work culture.
9. Willingness and ability to travel out of state; some overnight travel required.

**NCCADV is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We strongly encourage formerly battered women to apply. We welcome and encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome people from different national origins, religions, ages, & ability status.**

I have been advised that this list constitutes the primary tasks of my position with the Coalition and agree to perform these tasks to the satisfaction of my supervisor.

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Employee Signature

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Date

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Supervisor's Signature

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Date