



Society of

St. Vincent de Paul

NORTH TEXAS

3826 Gilbert Ave
Dallas, TX 75219

214 520 0650
www.svdpdallas.org

Job Description: Development and Communications Coordinator

Category: Full Time, Exempt

Reporting: This position reports directly to the Development Director

Duties and Responsibilities:

- ◆ Develop and implement a communications plan to achieve stated objectives and provide support to maintain ongoing updates of key messaging
- ◆ Develop targeted messaging for publication and informational materials, website, and social media
 - Manage social media via Facebook, Twitter, LinkedIn, YouTube and other platforms as well as continuously monitoring, measuring and reporting social media activities, trends and campaign results
 - Create, edit, update content on website including ongoing maintenance
 - Update donation letter in Salesforce quarterly for key messages
 - Proofread and write copy for campaigns, website, and membership collateral (e.g. formal annual report)
- ◆ Create materials for internal communications, correspondence, presentation materials and reports
- ◆ Support day-to-day development operations including campaigns, appeals, and events
 - Weekly processing of manual donation acknowledgement letters (IRS)
 - Handwritten thank you cards, acknowledgements and calls
 - Assist with Salesforce data entry and reports
 - Assist with planning event logistics and execution
 - Post event follow up
- ◆ Lead the development of press releases, media packets, reports, briefing materials, and blogs
- ◆ Ensure consistent messaging through standardized communications processes and practices including use of current technologies.
- ◆ Perform other duties as assigned by the Development Director

Knowledge, Skills and Abilities:

- ◆ Strong communication skills
- ◆ Good understanding and appreciation for the vision, mission, principles, and practices of the organization
- ◆ Strong writing, analytical, and problem-solving skills
- ◆ Experience in event planning, records management, and general administration



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Minimum Qualifications:

- ◆ Bachelor's degree in related field or equivalent experience
- ◆ 2-3 years prior experience in nonprofit donor relations and/or communication
- ◆ Microsoft Office proficiency required, ability to create/edit materials using Adobe Create Cloud strongly preferred
- ◆ Experience in donor database management software (Salesforce, Blackbaud, etc.) preferred
- ◆ Previous website management experience strongly preferred
- ◆ Must be able to successfully balance multiple responsibilities/projects and manage them to completion
- ◆ Ability to work in a faith based (Catholic) environment