

**Access of West Michigan
Communications and Development Coordinator
Job Description**

Who We Are

Celebrating the activity of God in our midst, the mission of Access is to strengthen and develop wholistic solutions to poverty by cultivating equitable systems through education and collaboration. Over the last 5 years Access has reframed our approach to poverty by focusing on prevention through systems change. Our three initiatives are Good Food Systems, Congregation Connections, and Poverty Education. The Good Food Systems initiative focuses on growing a local food system that is fair, green, healthy, and affordable for all. Through Congregation Connections, Access connects the faith-based community to issues of justice and stewardship within benevolence outreach. Poverty Education exists to overcome misconceptions about poverty and motivate people to become involved in activities that promote justice in our communities, as well as provide economic opportunity for our workshop staffers.

The Position

The Communications and Development Coordinator (CDC) brings together the multi-faceted programmatic elements of Access' work into one unified message. Because our work is rooted in systems change, the CDC must understand and value the impact of our unique initiatives. The CDC will have strong attention to detail with the ability to plan and execute fund raising events, manage communications across our programs, and deliver messaging about Access' impact to a variety of stakeholders including businesses, congregations, foundations, and individuals. The CDC must have a strong ability to set strategic goals and create benchmarks for getting there. With a Shared Leadership organizational structure, we do not micromanage staff but have high expectations for their ability to be creative, achieve goals, and be a team player while contributing to our close-knit culture. The CDC will make sure all communication tasks are accomplished with the help of interns, volunteers, and other staff. This position has the potential to be full-time or part-time with flexible scheduling based on the right candidate.

Responsibilities

- Create and maintain communications calendar and annual communications plan
- Direct and coordinate all events including annual Walk for Good Food, and third party events including annual concert and lunch and learn series
- Coordinate annual campaign calendar including: mail appeals, newsletters, donor thank you, giving club recruitment and recognition, third party events and fundraising events as needed
- Develop program collateral messaging and materials in a variety of formats and media
- Support program staff in collecting outcomes and stories from programming and manage organization of story bank
- Ensure Access' brand, messaging, and voice are consistent across all materials and activities
- Oversee management and updating of website, collateral materials, and social media
- Create content for and send all electronic communications including monthly e-news as well as manage Constant Contact platform
- Create content for and prepare all mailings including Annual Report, newsletter, direct mail appeals
- Oversee design of all materials, website, and outward facing documents
- Manage all public relations and media connections
- Development tasks including data entry and running reports in our donor database, acting as the communications lead for fundraising and stewardship events, securing business sponsors, preparing donor queries, and writing acknowledgement letters
- Coordinate all fundraising event logistics including committee meeting agendas, venue interaction, RSVP collection and tracking, event follow-up, and website updates
- Overall, be super jazzed about the work of Access and our impact in the community

Requirements

- Commitment to our values as a faith-based organization with a Shared Leadership structure
- Knowledge of the systems of poverty and willingness to work at the level of root causes of systemic and institutional poverty
- Excellent organizational skills, with accuracy and high attention to detail
- Excellent verbal and written communicator who finds joy in meeting new people and telling the exciting story of Access to a variety of audiences
- Experience planning and executing events with sharp ability to manage logistics
- Enjoyment of data entry and management
- Commitment to the goals of an anti-racist culture with understanding of the principles of diversity, equity, and inclusion
- Ability to work a flexible schedule that includes occasional nights and weekends
- Willingness to engage in healthy conflict
- Knowledge of Microsoft Office Programs: Excel, PowerPoint, and Word
- Knowledge of donor databases, Constant Contact, and social media platforms as well as Wordpress preferred
- Bachelor's degree preferred with at least 2 years of related experience

Think you're a phenomenal fit for us? Submit cover letter, resume, three professional references, and salary requirement to jobs@accessofwestmichigan.org by March 20, 2019