



Baltimore Child Abuse Center

Position Title: Communications and Development Coordinator

Supervisor: Director of Philanthropy

Position Summary:

The Communications and Development Coordinator will take an active lead in all communications agency-wide. The Coordinator will create all newsletters, emails, social media programs, and collateral for all departments. He/she will be tasked with maintaining all records related to individual, corporate, and foundational donors. The Coordinator will support the Director of Philanthropy and Finance Department in tracking all incoming revenue, coordinating external events, and keeping all current and future donors in communication with BCAC updates.

Responsibilities & Duties:

- Create social media calendar and program with updated branding and current information as relevant
- Post social media content on across all formats and answer any public questions or responses that are received in response
- Create/manage all collateral materials for all departments including, but not limited to, Integrated Financial Resource Development (IFRD), Community Outreach and Education, and Anti-Human Trafficking
- Create and send monthly Major Donor and stakeholders e-newsletters, quarterly universe-wide e-newsletters, and bi-annual hardcopy newsletters
- Track all incoming unrestricted revenue and enter the necessary data into our finance system
- Manage Board of Director's meetings, including calendar invitations, PowerPoint, catering, and RSVPs
- Assist with special event coordination and administration, including RSVPs, tracking donor and attendee information, storing and managing the Ad Book and Auction systems for Be A Hero
- Other tasks as required to ensure that IFRD and BCAC are in communication with stakeholders and all Development administrative needs are met

Education & Skills:

- Bachelors' degree.
- 2+ years of professional experience, preferably with nonprofit and/or non-governmental development departments.
- Must have excellent computer skills, experience with databases, spreadsheets, graphs and charts and above average knowledge of Microsoft Word, Excel, and other related software programs.
- Highly detail oriented, well organized and analytical.
- Excellent communication skills both oral and written.
- Prior professional experience with communications or social media preferred.

Additional:

- This position is full-time, and may include occasional evening and weekend work.
- Flexibility, creativity and adaptability required.
- Candidate must successfully pass a background check.
- Equal Opportunity Employer with paid time off, health benefits, and parking provided.
- Salary Range is \$40,000-48,000, depending on experience.

To apply send resume, writing sample and a cover letter to:

Hilary Parker, Director of Philanthropy

HParker@bcaci.org