



**POSITION: Development & Communications Coordinator**

**REPORTS TO:** Executive Director

**Position Description** – The Development & Communications Coordinator is responsible for assisting the Executive Director in the efficient operation of development, communications and administrative functions of Immanuel Community Services (ICS) programs.

**ABOUT IMMANUEL COMMUNITY SERVICES:** Immanuel Community Services (ICS) strives to alleviate the effects of poverty, hunger, homelessness and addiction by providing community-based social services to those in need through four programs in the South Lake Union neighborhood of Seattle. Through our Hygiene Center, Food Bank, Recovery Program Shelter and Community Lunch, we endeavor to build relationships and be a place where people can become connected and involved. We work together, side-by-side, to maintain dignity, rekindle hope and create a community of belonging.

**MAJOR RESPONSIBILITIES**

**Development:**

- Assist the Executive Director in the organized implementation of fundraising, marketing and community relations events and activities.
- Database Management – Act as the lead staff person for donor database, Network for Good. Ensure that database is accurate and up-to-date with correct donor information.
- Process all cash, check and electronic gifts. Work with bookkeeper to maintain accurate donor records. Coordinate donor acknowledgments in a timely manner.
- Prepare, print and mail Year- End Giving Statements.
- Receive and track in-kind donations; coordinate needs (wish) lists.
- Grants – Assist with grant preparation and coordinate grant reports as needed.

**Communications:**

- Mailings – Coordinate mailings of all materials sent from the Executive Director’s office: newsletters, Annual Report, Year-End Mailing and thank you cards. This includes organizing necessary paper products to create mailing, mailing lists, labels, order postage and ensure that mailing is assembled and mailed.
- Newsletters, Mailings and Print Materials - Work in collaboration with Executive Director to design, proof, print and mail newsletter, post cards, fliers, posters and other collateral as needed; update as needed.
- Electronic Communication – Coordinate all electronic communication on behalf of the Executive Director. Design email, manage recipient list and update email addresses.

**Social Media & Electronic Media:**

- Communicate ICS mission, programs, values and successes through storytelling and images.
- Coordinate social media efforts using Facebook, Instagram, Twitter and LinkedIn; create content and monitor messages.
- Website – Ensure web content is up-to-date and accurate.

**Organizational Support**

- Volunteers - Maintain accurate volunteer list and track volunteer hours; assist program staff coordinate volunteer recognition.
- Track and maintain program data for use in fundraising & communication materials.
- Provide office organization for Immanuel Community Services: filing, storage, supplies and other organizational needs.
- Print and post appropriate signage for Food Bank, Hygiene Center and Community Lunch as needed for program closures, schedule changes, severe weather shelters, rules and other relevant signage.
- Provide program support as back-up for program staff, as needed.
  - ~ Food Bank – Weekly data entry, monthly reporting, guest & volunteer tracking.
  - ~ Hygiene Center – Print sign-in sheets, track attendance; keep bulletin board up-to-date.
- Provide assistance answering the phone and door as needed.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Excellent verbal and written communication skills.
- Excellent organizational skills with strong attention to detail.
- Proficiency in basic computer skills including database management, Microsoft Office and social media platforms.
- Self-starter with ability to work independently, as well as, working collaboratively as a part of a team.
- Ability to coordinate multiple projects with various deadlines.
- Bachelor's Degree or related experience.
- General knowledge – or a willingness to learn - about homelessness, hunger and related issues.
- A positive attitude and a great sense of humor. Ability to work well with staff and clients.

#### **COMPENSATION & COMMITMENTS:**

**Compensation:** ICS will provide compensation of \$19.00-\$22.00 per hour, DOE.

**Hours:** Full-time, 40 hrs./week. Additional hours may be required during special events. Hours are flexible Monday-Friday.

**Paid Time Off (PTO):** ICS values the health of its employees and strongly endorses the importance of a balanced work/life. ICS provides eleven paid holidays and four weeks PTO per year.

**Benefits:** ICS will provide an additional 15% benefit to be contributed to retirement/health plan.

#### **To apply, please send resume and cover letter to:**

Shawna McMahon, Executive Director  
 Immanuel Community Services  
 1215 Thomas Street  
 Seattle, WA 98109  
 (206) 622-1930 x 102  
[shawna@icsseattle.org](mailto:shawna@icsseattle.org)

**Applications will be reviewed on a rolling basis until position is filled. Early applications encouraged.**

**Immanuel Community Services is an Equal Opportunity Employer:** Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status or any other class protected by law.