Job Description

Community Foundation for Nantucket

**Data and Communications Coordinator**

Major Function: To provide support for the Community Foundation’s Communications, Development, and Outreach Programs.

**Responsibilities:**

* Oversee the management of the Foundation’s information system, Foundant.
* Ensure donor and prospect information in Foundant is current, prepare and proof mailing lists, run reports as requested
* Prepare donor correspondence, including thank you letters for donations and pledge reminders
* Schedule and prepare updates for major donors – annual donor stewardship mailings
* Curate relevant online and print content to reach audiences that will most likely be interested in CFN
* Provide support services for all fundraising initiatives, including but not limited to developing print materials, organizing fundraising activities, and assisting with the execution of the foundation’s short-term and long-term development plan
* Assist appearance/design of platforms (CFN homepage and sliders, FB and IG Profile images) in coordination with graphic designer
* Prepare mailings, newsletters, Annual Report, appeals, ads, social media
* Act as staff liaison to the following committees: Development. This includes sending out meeting reminders, agendas, and maintaining minutes.
* Work with the executive director on the budget and forecast for fundraising, advertising, and marketing expenses

**Knowledge, skills, abilities:**

* Genuine enthusiasm for the mission of the Community Foundation and commitment to its goals
* Excellent organizational skills and attention to detail.
* Excellent written and oral communication skills
* Self-motivated with the ability to work independently and with a team
* Ability to work in a positive relationship with volunteer boards and committees
* Ability to plan work and maximize resources
* Ability to effectively interact and communicate with all types of people with tact and diplomacy
* Strong working knowledge of office automation and software, including Microsoft Office, PowerPoint, Outlook, Word, Excel, Google, Hootsuite, and online services
* Experience with database management and special events are a plus
* Ability to maintain confidentiality and exercise utmost discretion in all transactions
* Looking for a motivated and enthusiastic individual willing to learn.

Please submit a resume and letter of interest to sdaily@cfnan.org