**THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE**

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| **Job Title: Development Coordinator** | **Job Code: DC01172019** |
| **Department: Development** | **FLSA Status: Non-Exempt** |
| **Reports to: Director of Development** |
| **Work Schedule: Fulltime Day Mon-Fri- 8am-5pm, OT as Needed; Must be Flexible** |

**Job Duties: *Essential Roles and Responsibilities Include:***

* Manage and execute major high-income annual fundraising events of The Arc
* Curate content and manage The Arc’s social media channels
* Design marketing materials and internal communications
* Solicit in-kind donations and sponsorship requests
* Recruit and manage volunteer committees and other groups in support of fundraising events
* Grant writing and reporting

 ***Roles and Responsibilities in Communications, Marketing and Public Relations:***

* Content creation for social media channels and website
* Promote community awareness about The Arc through tours, community presentations, social media and cause-related marketing
* Market The Arc’s mission, stories, and events through social media channels; increase followership and reach
* Design solicitation/marketing materials, both print and digital
* Write effectively for both formal documents such as grant proposals and annual reports, but also creative and engaging for social media

**Knowledge, Skills and Abilities Required:** Minimum of a Bachelor’s Degree

* Relevant experience in marketing, public relations, non-profit, and/or fundraising
* Social media *proficiency a must*
* Must have experience in event planning and execution, a demonstrated ability to recruit and motivate volunteers, and in developing strategies to achieve fundraising goals
* Must be goal-driven, results-oriented, and organized with immense attention to detail
* Excellent writing and proofreading skills
* Design experience with Adobe and Canva a plus, creativity welcomed.

**Physical Requirements:** Must be able to work flexibly when needs arrive: nights and weekends

during event season.

* Must be able to lift at least 30 pounds
* Must be comfortable working in a collaborative, team-based atmosphere
* Must be passionate about the mission of The Arc
* Experience with the IDD (intellectual and developmental disabilities) a plus.

**EOE/M/F/Vet/Disabled**