



Communications and Development Coordinator Job Description

LOV Inc. is a small but mighty nonprofit organization based in Madison, Wisconsin. We are mission driven to unite people with developmental disabilities and their families to engage and build their best lives. Our staff is dedicated and focused on making the biggest impact we can each day. We need a great communicator who thrives on collaboration and can coordinate our communication and fundraising efforts. This is a flexible position, which can be 75-100%, and work can be in-person or hybrid. The most important quality is that you are passionate about LOV Inc.'s mission and equipped to help us tell our stories and diversify our funding sources.

Overview:

This position will report to the Executive Director of LOV Inc., but will also work closely with other team members. The Coordinator is responsible for creating, coordinating and executing a communications and fundraising plan, in partnership with the full staff team.

Qualifications:

- Experience in marketing, communications and fundraising, preferably for a nonprofit
- Excellent persuasive writing and editing skills using different media and tuned for different audiences
- Knowledge of and comfort with social media, website development and email marketing applications
- Experience in seeking and writing of grants preferable
- Excellent interpersonal skills emphasizing tact and empathy and the ability to work with a diverse group of stakeholders and donors
- Strong organizational and time management skills, including the ability to balance many projects and priorities at once
- Ability to work both independently and collaboratively as part of a team, with an open, positive attitude
- Proficient in basic office software and an ability to quickly learn new programs
- A strong belief in the values of diversity, equity and inclusion

Duties:

- Collaborate with the Executive Director and LOV Inc. Board members to develop an Annual Fundraising Plan and coordinate the fundraising efforts



- Seek out and apply for grants, sponsorships and other funding partnerships
- Coordinate and write all fundraising appeals to LOV Inc. membership and community
- Collaborate with the Administrative team on programming to advance our mission and coordinate the necessary communications plans
- Write and design communications and marketing materials
- Oversee the updating of social media, website and other communication platforms with the Administrative Team

Working Conditions:

- Work schedule can be 75-100%
- Work can happen in-person or hybrid, with a strong preference for an in-person onboarding period
- Work schedule is flexible, as long as responsibilities are fulfilled and deadlines are met
- Candidates must be able to pass a background check
- Some evening and weekend events are expected

Salary and Benefits

- Full time salary range for this position is \$48,000-52,000 and based on experience
- Employees have access to great benefits including: health, dental, and vision insurance, short-term disability, paid time off and pet insurance. Additional benefits include 401(k), flex spending and health savings account options.

Interested applicants should submit a resume and cover letter by 5pm on November 20, 2024 to employment@lovinc.org or complete our online application form here: <https://wkf.ms/3Axjuat>

The position will start as soon as a suitable candidate is found.