

JOB DESCRIPTION

Position: Development & Communications Coordinator

Department: Administration

Status: Non-Exempt, Full-time

Pay Rate: \$26.00-\$28.00

Work Schedule: Monday through Fridays – 9:00am-5:35 pm, on-site

Reports to: Development & Communications Manager

ORGANIZATIONAL BACKGROUND:

Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and senior women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; Comunidad en Movimiento, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a 14-member collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth, and families.

Position Summary: Proyecto Pastoral seeks a Development & Communications Coordinator to support the fundraising and communications team. Under the supervision of Proyecto's Development & Communications Manager, the Coordinator is primarily responsible for grant writing and submission of proposals and reports, funder prospecting and outreach, and coordination with funders. This is best suited for an individual with an understanding of systems-change work, who is a strong writer capable of managing multiple priorities. In addition to writing grants, the Coordinator will oversee social media, website, and produce a bi-monthly e-newsletter for Proyecto's collaborative, Promesa Boyle Heights. The Coordinator will support the development team's other fundraising activities, including fundraising events and campaigns, and other administrative duties as assigned. **KEY RESPONSIBILITIES:**

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Grant Writing and Management: (65%)

- Coordinate the writing, preparation, and submission of public, private foundation, and corporate proposals and reports, working closely with program staff to gather information and data
- Write compelling proposals and reports with strong narratives and engaging cases for support
- Coordinate with Directors and the Finance Department to ensure project budgets/reports are produced when required by funders
- Coordinate site visits and funder calls including scheduling and follow up
- Work with the development team to carry out prospect mapping of potential funding prospects for key focus areas (e.g. Early Education, Wellness, Immigration, Postsecondary Success and Education Justice)
- Support with cultivating a pipeline of foundation prospects towards a gift through outreach and strategic touch-points
- Support grant tracking/calendaring and administrative oversight

Communications: (25%)

- Coordinate communications for Promesa including developing and writing an e-newsletter
- Moderate Promesa's social media accounts and coordinate two social media posts a week with support from an intern
- Implement/track any social media compliance with grants
- Coordinate updates to Promesa's website

- Manage Promesa’s branding guidelines to ensure consistency across communications
- Actively communicate grant updates to Proyecto directors
- Lead internal Promesa Communications meetings

Org-wide Responsibilities: (10%)

- Participate in Proyecto team meetings, check-ins, professional development and attend Promesa weekly team meetings as time permits
- Support implementation of Proyecto Pastoral fundraising events
- Represent Proyecto and Promesa at community events and activities
- Maintain and improve donor files on DonorPerfect database
- Provide administrative support and other duties as needed

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

This is an outstanding opportunity to play a critical role in supporting school and community transformation in Boyle Heights. The successful candidate will be able to demonstrate the following:

- Bachelors Degree, minimum 2 years work experience, preferably with 1-2 years of experience in fundraising, grant writing or individual giving
- Proven talent for writing (assessment of writing skills may be conducted during interview stage) – ability to craft a compelling case for support
- Demonstrable commitment, dedication and passion for social justice, with a strong understanding of systems-change work
- Understanding of social media platforms
- High attention to detail with ability to ‘follow through’ on tasks/goals
- Ability to multitask in a fast-paced environment
- Takes initiative to see a project through to completion
- Able to quickly establish positive relationships across multiple teams
- Self-motivated to work independently and deadline-driven
- Exceptional organizational skills to manage multiple priorities
- A flexible team player able to attend events during evenings and weekends on occasion
- Comfortable interacting with a wide variety of stakeholders including foundation staff, individual donors, and Boyle Heights residents
- Adaptable to different communication and working styles
- Bilingual candidates (Spanish/English) a plus

Benefits: Excellent benefits package, which includes health, dental, vision, vacation, sick days, holidays, and 401k plan (if eligible).

HOW TO APPLY:

Interested applicants should send cover letter and resume to hr@proyectopastoral.org. Only emailed applications will be accepted, please indicate “Development & Communications Coordinator” in the subject line of the email. For questions, please visit our website at www.proyectopastoral.org.

Proyecto Pastoral is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities.