

JOB DESCRIPTION

POSITION: Development & Communications Coordinator

STATUS: Full-time, Non-Exempt, Entry Level

REPORTS TO: Proyecto Pastoral's Associate Director, Development & Communications

HOURLY: \$25.00 - \$28.00 depending on experience

WORK LOCATION: This position will be on-site 5 days a week, 9 am to 5:30 pm.

ORGANIZATIONAL BACKGROUND:

Proyecto Pastoral was founded in 1986 by community residents and the California Province of Jesuits. Our mission is to empower the community of Boyle Heights through grassroots projects in education, leadership, and service. Proyecto Pastoral reaches more than 7,000 children, youth, families, and individuals annually through core initiatives in homelessness, youth development, education, and community organizing. This position will support Proyecto Pastoral's fundraising efforts for all of our programs, including Comunidad el Movimiento, IMPACTO, Guadalupe Homeless Shelters, Early Childhood Education Centers, and Promesa Boyle Heights. For more information, visit: www.proyectopastoral.org.

POSITION SUMMARY: Proyecto Pastoral seeks a Development & Communications Coordinator to support fundraising and communications. Under the supervision of Proyecto's Associate Director of Development & Communications, the Coordinator is primarily responsible for researching, writing, submitting, and reporting compelling proposals and reports to funders to support fundraising efforts to reach \$8.1m annually. 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 some aspects of social media, website, and the bi-monthly e-newsletter. The Coordinator will support the development team's other fundraising activities as needed, including fundraising events and campaigns, and other administrative duties as assigned.

KEY RESPONSIBILITIES:

Grant Writing and Management: (60%)

- Assist in the research, preparation, writing, 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 Program Directors and the Finance Department to ensure that timely budgets and reports are produced for funders.
- Support with cultivating a pipeline of foundation prospects towards a gift through research, outreach, and strategic touchpoints
- Coordinate any necessary funder follow-up as needed
- Support grant tracking/calendaring and oversight

Marketing & Branding: (40%)

- Assist in the creation of communications and marketing materials, including electronic newsletters, appeals, thank you letters, and annual reports.
- Develop marketing materials for events that elevate Proyecto Pastoral's brand, including sponsorship materials and slide decks.
- Assist in strategic communications planning.

- Develop and update organization-wide marketing materials, including presentations, one-pagers, and brochures, to ensure consistency and effectiveness.
- Engage with program staff on storytelling and branding training
- Identify opportunities for increased brand awareness in the Boyle Heights community among constituents, and in the broader Los Angeles community
- Partner with team members to ensure brand cohesiveness across all external platforms (websites, social media, and e-communications).

General Employee Responsibilities

- Represent Proyecto Pastoral at events and networking opportunities.
- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community-building vision and founding Jesuit values.
- Assist in other fundraising activities as requested, including fundraising events.
- Provide light administrative support and other support as needed
- Be an active team member supporting other staff members
- Participate in cultural community events and activities during regular hours, as well as on weekends and evenings 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:

- Bachelor's 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 the 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 the ability to fulfill 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/sites
- 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, ranging from foundation staff, individual donors, and Boyle Heights residents
- Adaptable to different communication and working styles
- Bilingual candidates (Spanish/English) a plus

BENEFITS: Includes health, dental, vision, vacation, sick days, and holidays. 401(k) plan after the first year of employment.

TO APPLY: Interested applicants should send a cover letter and resume to hr@proyectopastoral.org. Only emailed applications will be accepted. Please indicate "Development & Communications Coordinator" in the subject of the email.



**Proyecto Pastoral
at Dolores Mission**

135 North Mission Road, LA, CA 90033
Phone (323) 881-0018 Fax (323) 268-7228
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.