



## Job Description

POSITION: Digital Communications and Development Coordinator

HOURS: Up to 30 hours per week

LOCATION: Atlanta, GA

JOB POSTING DATE: December 18, 2017

DEADLINE TO APPLY: January 19, 2018

### Position Summary

Working with the Executive Director, the Digital Communications & Development Coordinator is responsible for managing and maintaining all administrative aspects of communications and development activities, including internal and external communications, developing and executing timely media strategies to advance SPARK issue priorities, and broadcasting SPARK's messaging to our members, leaders, and the broader reproductive justice and progressive movement.

They will lead our digital engagement, maintain our social media presence, foster relationships with traditional and digital media and partner organizations to advance campaigns, and enhance and promote SPARK's brand and values. They will also coordinate grant proposals and reports, manage and maintain SPARK's donor database, and track and compile data related to funding and special events. The Digital Communications & Development Coordinator reports directly to the Executive Director.

### Responsibilities

#### *Communications*

- Work with the Executive Director and team to develop communications strategy and execute digital campaigns across multiple platforms (email, social media, microsites, digital ads, print, etc)
- Maintain and organize SPARK's social media presence, particularly on Facebook, Twitter, and Instagram
- Maintain SPARK's digital content, including primary website, microsites, etc.
- Maintain and build email list, using platforms such as MailChimp.
- Evaluate and analyze metrics of social media and digital campaigns.
- Digital research/tracking on issue areas.
- Track various news sources for content related to issue areas.
- Perform graphic design tasks as needed (event materials, branding, infographics, web ads, etc.)
- Work with other staff on various writing tasks, email content, drafting letters to the editor, press releases, etc.
- Maintain press list, pitch suggestions for possible media hits/ways to engage the press, and respond to press as needed.
- Prepare organization publications for production for academic and professional purposes.
- Occasionally represent SPARK at public events.
- Other responsibilities, as assigned.

#### *Development*

- Maintain grant tracking spreadsheet and assist with the preparation of grant packets.
- Support or take lead on writing interim and final reports and renewal proposals.
- Prepare RFPs and Award submissions.
- Copy edit grant proposals.



- Manage and process donations and prepare acknowledgement letters and other donor correspondence.
- Manage and maintain foundation, corporation, and individual donor files.
- Conduct preliminary research on corporate, foundation, and individual donors.
- Develop and create monthly fundraising reports and other database reports as requested.
- Manage and coordinate production and mailing of Direct Mail appeal letters.
- Provide support for special events.
- Other responsibilities, as assigned.

#### *Administrative*

- Participate in staff meetings, strategic planning, organizational meetings and other SPARK events.
- Help maintain a welcoming environment and office culture at SPARK.
- Maintain and troubleshoot office communications systems and equipment (internet, printers, computers and other IT matters).
- Help with administrative duties (answer phones, support mailings, help clean office, take out trash etc.).
- Collect and store data per office protocol.
- Other responsibilities, as assigned.

#### **Requirements**

- College degree preferred (but not required)
- Minimum of three years in an administrative position;
- Proficiency in Microsoft Office, Adobe CC, and Google Apps;
- Ability to meet tight deadlines in a fast-paced environment;
- Database management experience;
- Exceptional communications skills, especially writing and content creation;
- Ability to organize and prioritize work;
- Ability to work independently;
- Excellent interpersonal skills;
- Some graphic design and video editing experience;
- Experience with online campaigns using email and social media;
- Commitment to reproductive justice;
- Ability to travel, as needed.

#### **COMPENSATION & BENEFITS**

- Compensation is \$17 per hour and includes PTO;
- Position is hourly;
- The candidate must be prepared to make at least a 2-year commitment to this position.

**How to Apply: Send cover letter and resume with your name and “DCD Position” in the subject title to [Randi@sparkrj.org](mailto:Randi@sparkrj.org). - No phone calls or faxes will be accepted.**

**SPARK Reproductive Justice Now! (SPARK) is an equal opportunity employer and strongly encourages applications from people of color, women, gender non-conforming persons, persons with disabilities, and LGBTQQ applicants.**