



Job Description - Created: 4/14/2021

## **Philanthropic Services Coordinator – Part-Time Contractor (20 Hours Per Week)**

**FLSA: Contractor – Part-Time**

**Department – Philanthropy**

### **Critical Tasks**

- Assist with the development of printed and digital graphic design in compliance with JFCS brand standards
- Familiarity with design software and technologies (examples include InDesign, Illustrator, Dreamweaver, Photoshop)
- Assist with collateral creation while adhering to branding guidelines, including but not limited to email content and design, agency informational pieces, newsletters, annual reports and other direct mail and digital pieces.
- Assist in the development of content for annual fundraising campaign projects
- Proficient in content writing and proofing skills
- Assist with special event material production, digital and printed
- Assist with donor communications
- Responsible for producing and sending donor acknowledgments in a timely manner
- Assists with Raiser's Edge database management
- Excellent oral and written communication skills
- Other tasks or projects as assigned

### **Key Performance Indicators**

- Collaborates with the Director of Marketing and Annual Campaigns on content specific writing tasks
- Uses appropriate technology to produce desired writing projects
- Follows guidelines related to branding and other departmental standards when producing content for emails, donor acknowledgments and other print or electronic information
- Responsibly proofs and edits documents
- Produces acceptable content for donor communications
- Ability to monitor, update and maintain Raiser's Edge database records promoting system integrity and accuracy.

### **Metrics**

- Meet project deadlines
- Submits content free of grammatical errors
- Follow branding and production design guidelines

- Follows direction and independently produces project assignments

### **Qualifications**

- Bachelor's degree in English, Journalism, communications or related field and/or equivalent training and experience
- Demonstrated experience in projects related to content writing, branding, marketing
- Proof of similar projects or related portfolio
- Raiser's Edge experience preferred but not required
- Familiarity with Adobe Suite, Canva, Microsoft Office Suite
- Level 1 Fingerprint Clearance Card
- AZ Driver's License
- Proof of malpractice insurance
- Must be able to perform the essential functions of the job including prolonged sitting and in certain positions driving, lifting 20lbs, walking, standing and executing dexterity with a keyboard or smart pad.

### **Compensation**

- **Compensation Range:** \$28 - \$30 / hour dependent upon experience– 1099 contractor
- **Benefits:** Position not eligible for benefits

### **To Apply:**

Visit Career Portal Link: <https://bit.ly/3xiYXQL>

Email Cover Letter / Resume to Senior Recruiter: [James.Baldwin@jfcsaz.org](mailto:James.Baldwin@jfcsaz.org)