

Communication Coordinator
Association of Fundraising Professionals Eastern Iowa Chapter

Reports to: AFP Eastern Iowa President

Summary:

This contracted position is to support outreach and engagement of AFP Eastern Iowa with members, prospects and the nonprofit communities within our seven-county region. This role is ideal for a creative communications or marketing professional who enjoys building connections and believes in strengthening nonprofit organizations.

Key Responsibilities:

- Develop and maintain the Chapter's communications calendar
- Develop and implement social media strategy to promote chapter events, activities, and value of membership
- Distribute newsletters, email campaigns and member communications accurately and in accordance with the communications calendar
- Promote the Chapter and its events through relevant channels
- Maintain website content and ensure timely updates
- Assist with drafting press releases, reports and other communication materials
- Monitor communication metrics and provide insights for improvement

Qualifications:

- Strong communication skills, including writing, editing, and storytelling
- Graphic design experience and familiarity with/ability to use Canva
- Experience managing social media
- Strong attention to detail
- Ability to prioritize multiple projects

Details:

Flexible schedule unless otherwise agreed (estimated 30 hours per month). This is a contracted role; no benefits provided. \$23-\$27 per hour commensurate with experience.

To apply:

Submit resume, writing sample, and graphic design sample to afpeasterniowachapter@gmail.com by Monday, March 9.

Updated February 24, 2026