



## COMMUNICATIONS COORDINATOR

The Epiphany Center, a non-profit in San Francisco, provides client-centered care to a diverse population of children, women, and families who are the most vulnerable in our society. Our purpose is to strengthen family life and to enhance the physical, social-emotional, intellectual and spiritual growth of each person in our care.

### POSITION OVERVIEW

The Communications Coordinator is responsible for providing administrative support to the Executive Director and Director of Fund Development which include overseeing internal and external communications, working independently and within a team on special ongoing and nonrecurring projects, and acting as a liaison with external contacts.

### QUALIFICATIONS

- Excellent written and verbal communication, organization, and interpersonal skills.
- Excellent knowledge of Microsoft Office, HTML, desktop publishing programs-Adobe Suite, InDesign, Photoshop, and experience with donor database/fund raising software such as eTapestry donor database.
- Ability to work effectively with multiple individuals or independently.
- Performs effectively and professionally under pressure; exceptional organizational and time management skills; ability to meet deadlines, multi-task and prioritize.

### REQUIRED EDUCATION, CREDENTIALS & LICENSURE

- B.A. degree
- Prefer 2 or more years of communication experience with a nonprofit or human service organization.
- Meet agency conditions for employment including valid CA Driver's License and good driving record.

### RESPONSIBILITIES

#### Communications and Fund Development

- Collaboratively manages content and updates of agency website.
- Coordinates publication of semiannual newsletter including planning content, writing and editing articles, selecting photographs, proofreading, and communicating with graphic designers, printers, mail house, and photographers.
- Manages e-communications for donors and general public; style manual and branding guidelines; and social media (Facebook, LinkedIn and new social media outlets).
- Coordinates public relations for agency and fundraising events.
- Assists with grant writing, researching statistics to strengthen proposals.
- Prepares weekly donor acknowledgment letters and regular development communications.
- Assists with fundraising events to include printed materials, logistics and sponsor solicitation; tracks sponsors, guests, and donations.
- Engages community organizations and local parishes to identify, cultivate, and solicit donors.
- Arranges speaking engagements and communicates agency needs (i.e. Christmas gifts for families).
- Oversees volunteer outreach and management.

**Administrative**

- Assists with preparation of agenda and board packets for each meeting of the Governing Board of Directors and Foundation Board and maintains board records.
- Effectively presents information and responds to questions/requests from the Governing Board, external callers and internal contacts at all levels of the agency.
- Attends meetings and records minutes as requested.
- Maintains and organizes client records. Researches and responds to queries from former clients and their children.
- Records incoming accounts receivable and other checks for the Business Office.
- Plans and executes arrangements for meetings, staff birthdays, and special occasions.
- Maintains and updates administrative materials, including policy and procedures manual.
- Maintains calendars for conference room and front desk.

**BENEFITS**

Epiphany Center provides an excellent benefits package for regular full and part time employees including employee health, dental, vision, 100% employer-paid life insurance, commuter benefits, 401K retirement plan, Aflac voluntary plans, Employee Assistance Program, paid vacation, paid holidays and sick time.

**APPLICATION PROCESS**

To apply for this position, please submit a cover letter and resume to:

HRJOBS@TheEpiphanyCenter.org