



## COMMUNICATIONS COORDINATOR

*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 includes 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.
- Data entry of donations, generate gift reports, 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, program supplies).
- Oversees volunteer outreach and management.

**Administrative**

- Assists with preparation of agenda and board packets for each meeting of the Governing Board of Directors 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.
- Researches and responds to queries from former clients and their children.
- Plans and executes arrangements for meetings and special occasions.
- Maintains calendars for conference room and front desk.
- Other tasks as necessary.

**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](mailto:HRjobs@TheEpiphanyCenter.org).