



JOB DESCRIPTION

DATE:	Feb 26, 2020
POSITION:	Advancement and Communications Coordinator
REPORTS TO:	Executive Director and Assistant Director of Communications and Advancement
FLSA STATUS:	Non-Exempt
WORK HOURS:	Full-Time Position

DESCRIPTION:

The Advancement and Communications Coordinator will be a humble, hungry and smart leader who will play a central role in building momentum to a complicated and ambitious 10-year strategy. In partnership with the Executive Director and the Assistant Director of Communications and Advancement of The New York Project, s/he will be a donor-centric professional who will be a significant player in the design of the strategy, systems, and processes needed to ensure that fundraising and related events are carried out to meet the goals of the New York Project.

RESPONSIBILITIES:

Fundraising Support and General Administrative Support

- + Administrative support for the Executive Director of The New York Project; plan meetings, facilitate phone calls and email correspondence on her behalf and make travel arrangements
- + Oversee administrative, event and logistical support to all Project related work from donor-related events to implementation related to events and meetings.
- + Handle invoicing and reimbursements of vendors and contractors as needed
- + In Salesforce, manage and track, major donors and prospective relationships to build and maintain a system
- + Demonstrate a high level of confidentiality and honor donor privacy and relationships

Communications Project Management

- + Assist the Assistant Director of Communications and Advancement in the production of all communications with donors, partners and stakeholders including reports, email campaigns, and event collateral
- + Collaborate with the communications teams of both Redeemer Family of Churches & Ministries and Redeemer City to City and City to City New York City to make sure messaging on New York Project is consistent and coherent with other organizational voices

- + Maintain the communications calendar
- + Create and maintain a project management system for communication and marketing needs

JOB QUALIFICATIONS

- + Self-starter who takes initiative while also being able to flourish and cultivate a highly collaborative work style
- + Remains focused in the face of pressure while consistently juggling priorities and delivering against multiple timelines
- + Able to simultaneously implement both large and small projects while handling a wide variety of tasks
- + Highly motivated by innovation, creativity, excellence and deep intentionality in caring for donors and stakeholders
- + Desires goodness for New York City and is highly motivated by growing the gospel movement in New York City across many denominations
- + Seeks to build winsome, productive and supportive team dynamic and partnership with project collaborators at Redeemer Family of Churches & Ministries and Redeemer City to City to include unique organizational perspectives
- + Models a humble posture that reflects the mission and values of Redeemer City to City and the organization's work globally and in cities.
- + Affirms the Nicene Creed and is committed to a local Christian church
- + Has a mature understanding of the work/life dynamics and struggles in ministries and faith-based causes
- + A deep commitment and proven dedication to professional growth, emotional maturity, clear communication through conflict and professional excellence

SKILLS AND EXPERIENCE:

- + 2+ years of professional experience in New York in an advancement and/or communications role
- + Has produced print or digital collateral to communicate fundraising messaging
- + Has managed or been involved in projects with many stakeholders and complexity
- + Fluent or near fluency in Salesforce, the Google Suite of products, Asana and Excel
- + Fluency with the Adobe Creative Suite is desired but not required

To apply, please send a cover letter and resume to hr@redeemercitycity.com.