



GOSHEN COMMUNITY CARE JOB DESCRIPTION

DEVELOPMENT & COMMUNICATIONS COORDINATOR

Goshen Community Care is seeking a dynamic and detail-oriented **Development & Communications Coordinator** to join our team. This role involves a combination of administrative duties, donor relations, and marketing tasks to elevate the organization's visibility and impact within the community.

Reports To: Board of Directors Executive Committee

Key Responsibilities

Development

- Collaborate with the Board of Directors to plan and execute regular fundraising initiatives.
- Manage online giving platforms and coordinate associated campaigns.
- Oversee grant submissions and ensure timely follow-up reports.
- Maintain and update the donor database, including coordinating donor acknowledgments.

Marketing

- Develop and implement strategies to raise awareness about the organization's services, activities, and success stories.
- Coordinate the creation and distribution of annual publications and mailings.
- Manage and update the organization's website and social media platforms.

Other Responsibilities

- Support the programming efforts of the Outreach Coordinator.
- Attend Board Meetings and present Development & Communications reports as needed.
- Assist with annual budget development.

Qualifications

- Understanding of the needs of older adults and a passion for serving this community.
- Excellent written, verbal, and interpersonal communication skills.
- Energetic, positive, flexible attitude, with a willingness to grow alongside the organization.

Neighbors Helping Neighbors

PO Box 202, Goshen, CT 06756 | 860.491.HOPE (4673)
GoshenCommunityCare@gmail.com | www.GoshenCommunityCare.org



- Ability to manage multiple priorities while maintaining a high level of accuracy and attention to detail.
- Demonstrates critical thinking, problem-solving, anticipating needs, taking initiative, and ensuring successful project completion.
- Proficient and experienced using Microsoft Office Suite, WordPress, and other platforms such as MailChimp and Canva.

Hours and Compensation

- **Part Time:** 10-15 hours a week with flexible scheduling
- **Salary:** \$24-\$28 per hour, depending on experience

Application Process

Qualified applicants should send cover letter, resume and three professional references via email to Tricia Poirier, Board President, ptrish.poirier@gmail.com.

Goshen Community Care is an equal opportunity employer and is strongly committed to building and maintaining a diverse and inclusive community. We encourage applications from people of all backgrounds, including people of color, persons with disabilities, women, and LGBTQ+ applicants.

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