

Job Title: Communications & Development Specialist

Department: Business Office

Reports to: Director of Development & Community Engagement

Position Type/Classification: Full Time 40 hours; exempt

Location: Business Office of St. Vincent de Paul Green Bay

Wage/Salary Range: \$45,000 - \$47,000

Position Summary

The Communications & Development Specialist supports the communication, fundraising, marketing, and outreach activities of St. Vincent de Paul Green Bay. The position will work closely with the Director of Development and the Community Relations Manager to support the success of the communications and fundraising initiatives for the organization. Duties include content creation for social, digital, and printed media, administrative and creative assistance for fundraising, and support of community outreach efforts that advance the mission and awareness of SVdPGB. Ability and interest in fundraising, including basic grant writing, sponsorship support and donor communications are essential to success in this role. The ideal candidate is detail-oriented, tech-savvy, and passionate about helping nonprofits. Skills in photography and design are a plus.

Essential Functions - Communications

- Write informative and engaging materials for internal and external audiences for social media, websites, email newsletters and printed items
- Communicate and gather information from others by phone, email, or in-person
- Schedule content for social media platforms
- Update website content and manage online donation pages
- Research and develop fresh content ideas aligned with marketing and fundraising plans
- Assist in creating messaging for existing and potential supporters
- Monitor performance of social media posts and campaigns to understand audience engagement and refine strategies accordingly
- Monitor SVdPGB social media platforms, responding in a friendly and helpful manner
- Work closely with broad campaigns and initiatives, contributing creative ideas and social media insights
- Assist in producing and distributing newsletters and other publications, digital or printed
- Design materials using design software
- Basic skills in photography and video creation a plus

Essential Functions - Development

- Assist with donor database management, including generating reports, maintaining accurate records, and composing written and digital communication to donors
- Utilize and grow donor software capabilities and teach others
- Assist with processing of financial and in-kind donations, including generating acknowledgment letters and tax receipts
- Assist with donor growth, engagement and recognition

- Collaborate with staff write compelling funding requests, including grants
- Gather impact stories, data, and testimonials from team members, volunteers, and those served by the organization
- Assist with grant preparation, submission, record maintenance, and follow up reports
- Support individual donor campaigns, donor engagement, and stewardship strategies
- Assist in planning and executing fundraising campaigns and donor appeals
- Assist with organization events, community outreach activities, and fundraising initiatives
- Partner with team to create compelling sponsorship packages, presentations, and impactful communication materials
- Ability to meet deadlines
- Other duties as assigned
- Report to work promptly and as scheduled, following SVdP guidelines for calling in any absences

Qualifications/Education and/or Experience Requirements:

- Bachelor's degree in communications, nonprofit management, marketing, or related field
- Experience with social media management and content creation
- Professional experience with nonprofit fundraising or marketing, 1-2 years preferred
- Experience with donor database systems preferred
- Discretion with privileged information
- Proficiency with Microsoft 365 applications, with the interest and ability to learn new technologies
- Excellent writing and editing skills; ability to articulate ideas clearly, concisely, and persuasively
- Demonstrated organizational skills, with experience managing multiple projects, setting priorities, and meeting deadlines
- Ability to prioritize and work independently or collaborate with team members
- Outstanding interpersonal and communication skills
- Attention to detail and accuracy
- Demonstrated initiative, excellence in judgment, problem solving, and decision-making
- Collaborative approach to building positive, respectful relationships with colleagues, donors, board members, volunteers and friends served by the organization

Travel: Must have a valid driver's license and ability to travel within the community throughout the workday

Remote work possible: Occasional

**Eligible for full benefit package upon successful completion of the 60-day probationary period.*

Benefits include PTO, 9 paid holidays, Medical with HRA & HSA, Dental, Vision, Company match IRA, Company paid STD, LTD and Life Insurance.

Equal Opportunity Employer

St. Vincent de Paul Green Bay provides equal employment opportunities to all employees and to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job nor is intended to imply a job offer or contract. Duties, responsibilities and activities may change at any time with or without notice.

Job Type: Full-time

Pay:

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Disability insurance
- Paid time off and holidays
- Paid sick time
- Retirement plan
- Health savings account
- Employee assistance program
- Professional development opportunities

Schedule:

- Day shift
- Monday to Friday
- Minimal weekends