



Communications and Development Associate Job Description

Overview

Reporting directly to the Executive Director, the Communications and Development Associate is responsible for executing a wide range of administrative, communications and development office functions to support the mission of the Charlotte Bilingual Preschool. The Associate works collaboratively with faculty, staff, donors, volunteers and the Board to accomplish the Preschool's strategic objectives.

Job Responsibilities

Fund Development

- Receives, receipts and acknowledges donations
- Employs best practices to ensure accurate record-keeping and produces regular donor reports for ED, Finance Office and Development Committee
- Develops and maintains data entry procedures to ensure consistent and accurate record-keeping
- Supports the Development team in the execution of the annual development plan, which includes the cultivation, solicitation and stewardship of donors through direct mail appeals, fundraising events, and individual asks

Communications/Social Media

- Works with the volunteer Marketing Committee to draft and execute an annual marketing/communication plan which includes strategies for using social media to increase awareness about the Preschool to potential families and donors
- Collects and reports on analytics for employed marketing/social media strategies

Volunteer Coordination

- Recruits, places, monitors, assesses and retains volunteers to meet organization's needs

Other

- Perform other duties as assigned by the Executive Director



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Education/Experience/Skills

- Bachelor's degree preferred with 2-3 years experience or demonstrated interest in the fields of education, communications or fund development
- Experienced with Microsoft Office required. Proficiency with fundraising software and social media networks helpful.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Bilingual Spanish-English required with high level written and verbal communication skills in both languages
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity, solid stress management skills
- Resourceful team-player who can also work independently
- Demonstrated ability to handle confidential information with discretion, adapt to various competing demands, and provide the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Forward looking thinker who actively seeks opportunities and proposes solutions
- Mission-driven