



## **Development Communications Coordinator Headington Institute, August 2021**

The *Development Communications Coordinator* (DDC) is a part time, temporary staff member reporting to the Director of Development and Operations (DDO) for the duration of Headington Institute's major giving campaign (FY2021-2023). This crucial position will perform general administrative duties and serve as the principal contact for the Steering Committee, Campaign Leadership Team, volunteers, and consultants. The DCC will both keep the campaign running smoothly and write the majority of mass communications and produce appropriate social media content as designated by the DDO.

### **Essential Job Functions:**

1. Working with the DDO, Steering Committee, Campaign Leadership Team, and Campaign Consultant, the DCC will create, coordinate, and facilitate activities, meetings, training, cultivation activities, solicitations and special events related to the campaign.
2. Communicate extensively with development staff and all solicitors to coordinate prospect information, meetings, solicitations, and follow-up. Function as the onsite logistics coordinator for campaign awareness events. This will require some local travel and time outside of normal business hours.
3. Support potential donors by scheduling and coordinating cultivation and solicitation opportunities for staff and volunteers.
4. Communicate directly with directors, trustees, high level community leaders and volunteer leaders to make sure their needs are supported throughout the campaign.
5. Ensure that all gifts, acknowledgements, and receipts for campaign donors are recorded and mailed within 48 hours of receipt.
6. Work with DDO to develop research profiles for campaign prospects and to create newsletters and other materials for the various campaign constituencies.
7. Create and publish relevant, original, high-quality content across all media platforms. This will include copywriting, graphics creation, phone/app video editing and managing the Institute's content calendar to judiciously participate in social media events (e.g. UN's 16 Days of Activism).
8. Professionally represent the Institute to external constituencies.
9. Assist the DDO in writing and packaging proposals for gifts from major campaign constituents.
10. Assist with other campaign duties as needed.

### **Minimum Qualifications**

1. Associate's degree in an appropriate field required. Bachelor's preferred.
2. Ability to maintain confidentiality and adhere to the highest ethical standards.
3. Some level of direct experience in professional fundraising and experience writing for social media.



4. Independent judgment and initiative; the ability to work independently while maintaining focus.
5. Very strong technical computer skills. Moderate level experience with Microsoft Excel, Word, and PowerPoint programs. Some exposure to relational databases such as Raiser's Edge, Salesforce, or NeonCRM.
6. Experience writing for Facebook brand pages and have a working knowledge of LinkedIn, Mailchimp, and Hootsuite.
7. Excellent written, oral, and interpersonal communication skills.
8. Customer service orientation.
9. Experience in coordinating complex schedules of various high-level administrators and volunteers.

**Other Preferred Qualifications:**

1. Understanding of publications operations and the creation of marketing materials.
2. Experience in prospect research, including wealth screening, is preferred but not required.
3. The DDC will possess a high degree of emotional intelligence, personal integrity, and a strong desire to acquire new skills. They will be deliberate in their planning and execution, and communicative about their challenges and strategies.
4. The DDC will primarily work remotely. They will be required to participate in a face-to-face strategy meeting with the Director of Development and Operations, or as the staff concerned see fit.

**Position Details:**

1. Hours: 15 hours per week with additional event time as appropriate.
2. Compensation: \$25-30 per hour depending upon experience.
3. Location: Headington Institute Pasadena, CA with potential flexible remote work.
4. Supervisor: Caitlyn Ference-Saunders, Director of Development and Operations

**How to Apply:**

Please direct applications, including a resume/vitae, a compelling letter of interest, and two examples of previous work (one written, one visual), in confidence to [cferencesaunders@headington-institute.org](mailto:cferencesaunders@headington-institute.org), SUBJ: "APP: Development Communications Role". Materials must be submitted as .pdfs. No other formats will be reviewed. No phone inquiries will be returned. Candidates are encouraged to obtain additional information from our website, [www.headington-institute.org](http://www.headington-institute.org).

**About the Headington Institute**

Based in Pasadena, California, the Headington Institute cares for the world's helpers by promoting the physical hardiness, emotional resilience, and spiritual vitality of humanitarian aid workers, emergency responders and community caregivers. The Institute strengthens aid organizations by encouraging the wellbeing of their staff, making it a partner in worldwide humanitarian and emergency responder work.



Headington  
Institute

Cofounded by Drs. James Guy and Tim Headington in 2001, the Headington Institute provides counseling, training, consultation, online resources, and research services worldwide. Institute staff work directly with approximately 6,000 personnel per year.

**Statement on Anti-Racism and Inclusivity:**

We are working to become an inclusive and equitable anti-racist community. As an organization, we want to create an environment where BIPOC feel safe and supported on our team. Regardless of your age, color, race, limitations, ethnicity, gender identity, sexual orientation, socio-economic status or lived experience, we strive to treat all members of our community with dignity and respect so that they feel safe, celebrated, and welcomed.