



Rainbow Days, a Dallas-based nonprofit whose mission is to help children and youth in adversity build coping skills and resilience to create positive futures, is seeking a dynamic individual to join our team as the Communications and Development Coordinator.

This position will be responsible for all Communications efforts for Rainbow Days, supporting the Resource Development department and providing overall Administrative support to Rainbow Days as needed. Please see details in the job description below.

To inquire or apply for the position, please email your cover letter and resume to:
jobs@rainbowdays.org

COMMUNICATIONS & DEVELOPMENT COORDINATOR

TITLE: Communications & Development Coordinator

REPORTS TO: Director of Development

POSITION DESCRIPTION SUMMARY: The Communications & Development Coordinator will work in partnership with the Director of Development to coordinate all external communication efforts for Rainbow Days, Inc., including but not limited to: social media, website, monthly e-newsletter, brochures and printed marketing materials. The position will also assist with other resource development activities including donor correspondence and recognition, presentations, campaigns, special events and representing Rainbow Days in the community. This position will also provide overall administrative support to Rainbow Days which includes checking mail daily, assisting with answering phones and ordering supplies.

CORE RESPONSIBILITIES:

- Develop organizational marketing materials, including brochures, fliers, invitations, and marketing packets
- Assist with the design, development and production of all donor based publications and fundraising materials, including direct mail appeals, e-Campaigns, the Annual Report, power point presentations, event invitations, campaign marketing materials and grant reports
- Develop content for all external communications, including website updates, social media posts, e-communications, and appeal letters in conjunction with the Director of Development
- Write, edit, and compile content for monthly publication of Rainbow Days electronic newsletter, *eConnection*.
- Record all financial and in-kind gifts in donor database and send thank you letters weekly to donors
- Take pictures at special events throughout the year. These will include candid and staged photos of donors, volunteers and children participating in activities for use in all marketing materials
- Assist with the development of public relations materials including press releases, public service announcements and articles
- Offer support and creative input to Director of Development for various fundraising campaigns (i.e., North Texas Giving Day, Back-to-School, etc.)
- Offer support to the Volunteer & Events Manager when needed to assist with coordination of volunteers.

- Work closely with the Director of Development, Leadership Team, PR Chair of the Board of Directors, and any contracted PR consultants to provide communications direction and/or media advisories as needed
- Represent Rainbow Days at public functions as requested.
- Assist with maintenance of resource development files (records, donor contacts, etc.) as needed
- Assist with making follow up contacts, phone calls and scheduling of various meetings.
- Assist with providing overall administrative support to Rainbow Days which involves checking mail daily, ordering office supplies and assisting with answering phones as needed.

EDUCATION/TRAINING/WORK EXPERIENCE/SKILLS REQUIREMENTS:

- Bachelor’s Degree in Communications or Marketing.
- Experience and demonstrated success in a communication role (whether paid or volunteer)
- Demonstrated skills in creative design of print and electronic marketing materials.
- Demonstrated skills in writing.
- Demonstrated organization skills and attention to detail.
- Demonstrated skills in handling highly sensitive and confidential information and materials.
- Demonstrated knowledge of Windows – based computer systems, including Excel, Word and PowerPoint and layout/design software packages such as PhotoShop or Canva. WordPress web design experience not required, but a plus.
- Demonstrated ability to develop and implement multiple projects and activities simultaneously.

In addition to the above, the Communications & Development Coordinator shall demonstrate: a level of commitment to the philosophy, core values and goals of Rainbow Days, which include a hard work ethic, a professional demeanor, and a level of energy commensurate with Rainbow Days expectations.

EVALUATED BY: Director of Development

HOURS: Full Time Salaried Position (40 hours per week)

OFFICE TIME: This position will be required to be in the office 4 days per week and may work from home virtually 1 day per week.

SALARY RANGE: Salary based on level of experience

BENEFITS: Health, Dental & Vision Insurance Available; Paid Holidays; Paid Vacation, Personal and Sick Leave; Optional 403B Retirement Package Available.

LOCAL TRAVEL: Limited to the Dallas area, as needed for various events and luncheons. The Communications & Development Coordinator will be reimbursed for his/her local travel at a rate of \$.50 per mile up to the maximum monthly mileage allowance. Approved out-of-town travel for RDI purposes will be fully reimbursed.

OUT- OF-TOWN TRAVEL: 0%