



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.*

Rainbow Days is currently seeking a dynamic individual to join our team as the **Communications & Development Coordinator** to further our communications efforts and to support and advance ongoing fundraising strategies. Please see details in the job description below.

## **COMMUNICATIONS & DEVELOPMENT COORDINATOR**

**TITLE:** Communications & Development Coordinator

**REPORTS TO:** Director of Operations

**POSITION SUMMARY:** The Communications & Development Coordinator responsible for all communications, marketing, creating and overseeing all graphic design, public relations strategies, overseeing all social media, assisting with grant writing, website management, operational support, and finance support. The Communications & Development Coordinator will work closely with the Development team, CEO, Board of Directors and external vendors to advance Rainbow Days development, communications and fundraising efforts.

**RESPONSIBILITIES:**

- Oversee and coordinate the design, development and production of all Rainbow Days' print marketing materials, including fliers, brochures, direct mail appeals, the Annual Report, fact sheets and other materials.
- Coordinate the design, development and production of Rainbow Days' various fundraising and event campaign materials, including: North Texas Giving Day, Holiday Campaign, Easter campaign, Summer Camp Campaign and Back-to-School Campaign
- Coordinate the design and development of Rainbow Days' electronic communications, including monthly e-newsletter, various eCampaigns, invitations, save the date and various announcements as needed
- Work with various vendors, including public relations and communications to direct, assist with and grow our Communications, Public Relations & Social Media Strategies.
- Maintain and update Rainbow Days' website with current news and events
- Plan, create and oversee all social media messaging and posts for Rainbow Days
- Write and edit press releases and media advisories
- Work closely with external grantwriting team to review and edit all grant proposals
- Work closely with Program Teams and CEO to write and submit grant reports
- Assist with donor database entry and thank you correspondence as needed
- Work closely with the Administrative & Family Connection teams with various events and activities throughout the year (i.e. special events)
- Participating as a staff liaison on various committees as needed
- Make public appearances and speaking engagements as needed to share information about Rainbow Days with the community.
  
- Work closely with Rainbow Days' CEO and Board of Directors to execute the annual Resource Development plan.

- Work closely with the Events Manager to grow Luncheon Sponsorships and to ensure a successful annual fundraising event, the Pot of Gold Luncheon.
- Work closely with the Resource Development Coordinator to direct, assist with and grow our Communications, Public Relations & Social Media Strategies.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

**EDUCATION/TRAINING/WORK EXPERIENCE/SKILLS REQUIREMENTS:**

- Bachelor's Degree in Communications or related field preferred
- A minimum of 3 years of experience, preferably in a nonprofit environment.
- Demonstrated skills and experience in design, communications, writing and editing
- Demonstrated organizational skills and attention to detail
- Demonstrated skills in handling highly sensitive and confidential information and materials
- Demonstrated knowledge of Windows-based computer systems, Microsoft Office, Adobe Creative Suite, and other design software
- Be a self-starter and goal-driven individual
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Be flexible and have the ability to work well in a team environment as well as independently.

Rainbow Days recognizes the most important criteria for success with us is that you are passionate about our mission. We recognize that access to higher education may be difficult for a number of reasons, and, as part of an equitable hiring process, we look first at your life experience, your background, and your relevant skills and talents.

In addition to the above, the Communications & Development Coordinator shall demonstrate a commitment to the philosophy and goals of Rainbow Days and a level of energy commensurate with Rainbow Days' expectations.

**EVALUATED BY:** Director of Operations

**HOURS:** Full Time (40 hours per week)

**OFFICE SCHEDULE:** The Communications & Development Coordinator will be required to work a regular M-F 9am – 5pm schedule that includes being in the office a minimum of 3 days per week and working remotely the other two days.

**LOCAL TRAVEL:** Local travel limited to the Dallas area, as needed for various events or meetings. The Director of Development 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%

**Rainbow Days**  
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