POSITION: Development and Communications Coordinator
REPORTS TO: Development Director

ORGANIZATION/PROGRAM DESCRIPTION:

Our Vision: All youth ages 16-24 are assets in our community.

Our Mission: Operation Fresh Start provides disconnected youth a path to self-sufficiency.

Operation Fresh Start (OFS) provides a path forward for disconnected youth in Dane County through education, mentoring, and employment training. OFS programs offer youth and young adults opportunities to gain meaningful, supported work experience, earn a high school diploma or occupational credential and continue on to higher education and/or self-sustaining employment.

PURPOSE: To assist in all phases of work in the Development Office, with specific focus on gift/donor data entry, communications, marketing, event support, and writing some small grants.

HOURS: The position will be 20 hours a week – days of week and hours flexible.

COMPENSATION AND BENEFITS: $14.00–$19.00 per hour depending upon experience. Pro-rated vacation, personal and sick leave.

POSITION AVAILABLE: Immediately

DUTIES AND RESPONSIBILITIES

Record Keeping and Data Entry
- Enter all gifts and accurate record upkeep of the donor database
- Runs monthly donor reports as needed
- Enters gifts and check online credit card daily, runs credit cards
- Keep track of company matching gift and donation information
- Supports the annual United Way donor reports/gifts receipt process
- Enters pledges into database and sends our monthly pledge reminders
- Adds new accounts, donors to Donor Database and into Constant Contact (email newsletter)
- Maintain Partners and Funders list on website and Fresh Start Society recognition.
- Assists with fundraising appeal letters, stuffing and sorting, sealing, prep for mail house
Event Support
- Assist in promotions and all OFS events
- Assist with securing in-kind items for events as needed
- Compile invite lists for events and invitation designs
- Keeps the website up-to-date with event and general service information
- Helps pull together all materials for events

Communications
- Lead developer of our social engagement content
- Promotes OFS Events and Campaigns online
- Lead internal graphic design with support of Development Director
- Writes, formats and design the monthly Fresh Start Focus email newsletter
- Lead the internal Marketing Committee Meetings
- Work with communication and special event volunteers
- Mentor participants with an interest in communications/design work

Grant Writing and Reporting
- Writes smaller grants (under 5K) and researches new grant opportunities
- Proofreads larger proposals written by Development Director
- Foundation research

Prospect Research/ Meeting support
- Uses internet and other tools to find best prospects
- Prepares background information and does research for select donor meetings
- Assembles folders for meetings and keeps materials up-to-date

MINIMUM QUALIFICATIONS:
- **Proven organization skills and detail orientation**
- Proven ability to accurately enter information and maintain orderly files
- Excellent written communication and editing skills
- Ability to manage multiple projects at one time
- Comfort with MS Office Suite including Excel functions and mail merges
- Comfort with email platforms, such as Constant Contact
- Willingness to learn some basic elements of graphic design and maintain branding standards
- Ability to understand and carry out oral and written instructions
- Ability to work independently

DESIRED QUALIFICATIONS:
- Experience with a fundraising database a plus
- Event coordination experience
- Comfort with social media and basic web knowledge
- Valid Wisconsin driver’s license

OFS conducts several background checks prior to employment. Criminal background does not necessarily preclude employment at Operation Fresh Start.
RESUME AND COVER LETTER REQUIRED
Please send resume and cover letter (limit 2 pages) describing your relevant experience.

SUBMIT TO:

Operation Fresh Start
Attention: Melinda Gleason
2670 Milwaukee Street
Madison, WI 53704

Operation Fresh Start is an affirmative action/equal opportunity employer
Women and minorities are encouraged to apply