



## POSITION DESCRIPTION

<b>ORGANIZATIONAL ROLE:</b>	<b>Development and Communications Coordinator</b>
<b>DEPARTMENT:</b>	<b>Development and Communications</b>
<b>REPORTING RELATIONSHIPS:</b>	<b>Reports to the Senior Vice President of Development &amp; Marketing</b>

### POSITION OVERVIEW:

Children's Health Fund is seeking an energetic, detail-oriented Coordinator to support busy Development and Communications departments. This position includes a wide variety of activities.

### PRINCIPAL ACCOUNTABILITIES:

#### Development

- Assist with donor correspondence, such as acknowledgement letters and invoices.
- Help maintain prospect and donor lists.
- Assemble PowerPoint Decks and other presentations.
- Organize donor visits and support donor stewardship and cultivation events.

#### Communications/Marketing

- Manage editorial/digital communications calendar.
- Provide support for media relations efforts including tracking journalists and relevant stories and creating pitch lists through tools like Cision.
- Support media visits including arranging logistics, assembling press packets, and managing consent forms from patients.
- Support audio/video/graphic design needs and maintain a functional and updated media archive.

#### Events

- Assist with coordination and implementation of volunteer events, and press and donor site visits, as described above.
- Manage guest lists, vendor invoices, etc., for Children's Health Fund fundraising events and conferences, and assist with travel arrangements, as needed.

### **Administrative**

- Schedule meetings and coordinate logistics. Take minutes, write meeting reports, and organize follow-up as required.
- Help create reports on department goals and achievements, including compiling data and formatting.
- Complete expense reports, prepare invoices for consultants and vendors.
- Provide back-up to the front desk
- Provide support to other departments for special projects, as needed.

### **POSITION REQUIREMENTS:**

- Minimum of two years' experience in a similar role in a nonprofit organization, corporation, communications firm, or ad agency.
- Outgoing personality.
- Strong project management and organizational skills.
- Self-starter with the ability to multi-task.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Excellent writing skills.
- Interest in issues of health care, poverty and/or children a plus.

### **ADDITIONAL INFORMATION**

The Children's Health Fund is an Equal Opportunity Employer and is committed to a diverse work environment.

Salary commensurate with experience. The Children's Health Fund offers an excellent compensation/benefits package.

### **HOW TO APPLY**

If interested, please send your resume and cover letter (including salary requirements) to [resumes@chfund.org](mailto:resumes@chfund.org).

No phone calls, please.

For further information on our programs, please visit our website [www.childrenshealthfund.org](http://www.childrenshealthfund.org) and check out the Healthy and Ready to Learn Resource and Training Center website, [www.hrl.nyc](http://www.hrl.nyc)