

The Development and Communications Coordinator plays a critical role in advancing the fundraising efforts of the Sunshine Services. This position is primarily responsible for driving the agency's development initiatives, overseeing donor relations, and coordinating fundraising activities to support program growth. The Development and Communications Coordinator works closely with program directors and staff to ensure consistent messaging and to promote the agency's achievements to donors and stakeholders.

**Key Responsibilities:**

- Develop and implement a comprehensive fundraising strategy that includes major campaigns, annual appeals, and planned giving
- Lead and manage all fundraising events, including sponsorship procurement and donor stewardship
- Cultivate and manage relationships with existing donors while identifying and engaging new prospective donors
- Oversee the agency's donor database, ensuring timely and accurate donor communications, gift tracking, and acknowledgment
- Develop and maintain the agency's stakeholder engagement plan, ensuring effective communication and engagement strategies with key supporters
- Work with program directors to develop personalized donor engagement plans, aligning specific program goals with donor interests
- Collaborate with the Director of Strategic Partnerships to prepare proposals, grants, and presentations aimed at securing funding from foundations, corporations, and individual donors
- Manage marketing efforts related to fundraising, including social media, e-newsletters, and website content
- Lead community outreach efforts to promote the agency's programs and fundraising initiatives, representing the organization at public events

**Requirements:**

- Proven experience in fundraising, donor relations, and development
- Strong written and verbal communication skills with the ability to craft compelling fundraising appeals

- Excellent organizational skills with the ability to manage multiple priorities and meet deadlines
- Experience with donor management systems and fundraising software
- Ability to build relationships with key stakeholders, including donors, sponsors, and community partners
- Experience with event planning, social media management, and digital marketing strategies
- Valid Driver's License and ability to attend public functions and events
- Continuing education or a college degree in a relevant field is preferred

**Reports to:** The Development and Communications Coordinator reports directly to the Director of Strategic Partnerships. He/She will adhere to the policies outlined in the Sunshine Services policy manual and Staff Handbook.

Starting Salary: \$41,600

To Apply: [Follow this link to apply.](#)