Position: Development & Communications Coordinator
Status: Full-time, salaried
Location: Hybrid
Annual Salary: $50,000

Aquidneck Community Table (ACT) seeks a talented and energetic Development & Communications Coordinator with strong ties to Rhode Island’s philanthropic community, knowledge of fundraising best practices and tools, and exceptional communications skills. ACT is a 501c3 nonprofit organization committed to building a resilient and equitable food system in Newport County. Our programs promote healthier communities and families by teaching people how to grow healthful food; connecting people to local foods, farmers and makers; and addressing food-access inequities. We also work with diverse partners across the state to advocate for, and work toward, a stronger food system that supports all Rhode Islanders. The Development & Communications Coordinator will support this work by raising funds to support our programming and helping to amplify our voice and impact, locally and statewide.

Primary Responsibilities – Development:
- Work closely with the executive director to develop a strategic plan for advancement;
- Refine ACT’s donor management and development systems and protocols;
- Manage planning and execution of ACT’s primary fundraising event, along with feeder events throughout the calendar year;
- Lead ACT’s development committee and cultivate relationships with the ACT Board of Directors and community members to enhance ACT’s fundraising capacity;
- Develop strong partnerships with local businesses to increase volunteerism and strengthen fundraising (sponsorships and grants) outcomes;
- And with the executive director, oversee ACT’s grant strategy and related consultants.

Primary Responsibilities – Communications:
- Work closely with the executive director to craft and execute a strategic communications plan that supports development goals and raises awareness around ACT’s work and impact;
- Develop and implement an editorial calendar to increase local and statewide earned-media coverage;
- Develop promotional campaigns to support ACT programming and fundraising activities;
- And manage ACT’s social media platforms and strategy.

Basic Qualifications:
- Passion for connecting local people to local foods and cultivating diverse, community relationships;
- Knowledge of and willingness to learn about the local fundraising network; a proven fundraising track record is a plus. Comparable experience will be considered;
- Excellent communications skills and attention to detail;
- Self-starter, with ability to work independently or as part of a group;
- Excellent time management and project management skills;
- Ability to think, react, iterate, and redirect in a fast-paced environment;
- Proficient with Microsoft Office and Google Suites – Adobe Creative Suite is a plus;
• Ability to prioritize and manage a variety of tasks simultaneously;
• Spanish skills or other language skills are a plus;
• Supervisory experience is a plus;
• Ability to work legally in the United States;
• Ability to work occasional evening and weekend hours to attend special events;
• And ability to participate actively in the Aquidneck Island community.

How to Apply:
Send cover letter and resume to rose@aquidneckcommunitytable.org. Applications will be accepted on a rolling basis until the position is filled. ACT offers a generous benefits package, including health insurance, paid time off, and flexible work schedules.

ACT is an equal opportunity employer. ACT recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. The ACT offices are located in Newport, Rhode Island.