Donor Communications Coordinator

OneVillage Partners’ mission is to catalyze community-led transformation in Sierra Leone. We partner with rural communities to develop sustainable solutions to their most pressing self-identified challenges. Our programs empower volunteer-leaders to effectively address these challenges and create new opportunities for women’s economic empowerment. Using a participatory model and picture-based tools, we train volunteer-leaders to act as change agents, mobilizing their communities to collectively identify long-term goals and collaborate to achieve them. We accomplish this work through programs that build capacity, with a particular focus on inclusive leadership, women and gender equity, social cohesion, and long-term resiliency.

OneVillage Partners seeks a Donor Communications Coordinator to support the organization’s fundraising and communications activities. This position is full-time, benefits eligible, and based out of OneVillage Partners’ Minneapolis office (due to COVID-19, U.S.-based staff are currently remote). As a member of the Development Team and reporting to the Development Officer, the Donor Communications Coordinator will play a key role in implementing fundraising and communications activities with individual donors and providing support to the Development Team. This is an excellent opportunity for an individual who enjoys conveying impact and lessons learned with a variety of audiences to join a cross-cultural, dynamic, and growing international nonprofit.

Responsibilities

Donor Communications – 50%

- Email marketing
  - Support the Development and Communications Teams in implementing the email marketing plan
  - Design and schedule emails for targeted audiences
  - Create and manage email recipient lists
  - Responsible for upkeep and maintenance of email marketing platform
  - Coordinate with the Database Consultant on updating donor records between the email marketing platform and the donor database
  - Pull analytics for both Development and Communications Teams to analyze email marketing performance

- Direct Mail
  - Support the Development Team in implementing direct mail activities
  - Write appeal letters
  - Create mail recipient lists for targeted audiences
  - Coordinate with printer for collateral and print materials

- Other donor communications and mailings
  - Draft gift acknowledgement templates and update templates accordingly throughout the year and as directed by Development Officer
  - Coordinate with Database Consultant to draft and send annual giving summary letters
  - Draft and send pledge payment reminder letters and invoices
  - Draft and send sponsorship payment invoices
Fundraising Support – 20%
- Support the planning and implementation of fundraising events
- Design fundraising and event collateral and other materials as needed
- Support the Development Team with relationship-based fundraising activities
- Participate in prospecting research for current and new individual donors and institutional funders

Organizational Administrative Support – 30%
- Coordinate the organization, scanning, and processing of donation forms
- Act as first point of contact for donor inquiries via email and phone
- Participate in Development Committee and Communications Committee meetings and provide support through note taking and scheduling of meetings
- Manage third party donation platforms and administration with donor advised funds, ensuring organization profiles are up to date for prompt gift processing
- Manage internal communications systems and permissions, including Dropbox, Slack, Adobe, G-Suite, Zoom, Ring Central, and others

Qualifications & Experience
- Bachelor’s Degree in communications, journalism, marketing, or similar degree, plus 2+ years of related experience in external communications; 2+ years’ experience in fundraising and donor communications preferred
- Experience working for an international organization preferred
- Excellent written, oral, and interpersonal communication skills
- Knowledge of producing written content for a variety of audiences
- Experience using email marketing platforms, such as Mail Chimp or Raiser’s Edge NXT
- Experience using donor databases; Raiser’s Edge and Raiser’s Edge NXT experience preferred
- Proficiency with Microsoft Office, Adobe, Canva, Zoom, Slack, Dropbox

How to Apply
Interested applications should submit a cover letter, resume, and three references to apply@onevillagepartners.org by May 13, 2022. Applications will be reviewed on a rolling basis.