



Williamsburg Area Faith In Action Development and Communications Coordinator Announcement

Williamsburg Area Faith In Action (WFIA) is a non-profit founded in 2002. The mission of WFIA is to help seniors age safely in their homes by providing transportation and other support services. WFIA has a network of trained volunteers that provide compassionate and practical services to seniors to enhance their dignity, independence and quality of life.

Position Summary:

Reporting to and in partnership with the Executive Director, the Development and Communications Coordinator will spearhead development and communications efforts as WFIA continues to grow. The Development Director works closely with the organization's board of directors, and Executive Director to ensure that organization's mission is communicated and funding for our services are generated.

Roles and Responsibilities

- Lead in fundraising strategies with Board members, Executive Director, staff, and partners.
- Maintain calendar of grant progress, due dates and reports while collaborating with Executive Director to manage portfolio of existing grants including reporting and renewal process.
- Document gifts and coordinate acknowledgements.
- Create and manages donor communications and appeals.
- Coordinate in planning and implementing fundraising and other special events.
- Direct online fundraising program.
- Manage the development of communication materials such as newsletters and annual reports.
- Create web-based communications.

Desired Basic Qualifications

- Minimum of two years fundraising experience with knowledge of non-profit community.
- Grant research and writing experience.
- Proficiency with fundraising database as well as Microsoft Office Suite.
- Strong oral and written communication skills. As well as interpersonal skills.
- Exceptional organization skills, including the ability to set priorities and meet deadlines.
- Experience with media marketing.
- Strong ability to facilitate and create integrated media projects both in print and online.
- Bachelor's degree from an accredited institution.

Qualified candidates should send a cover letter and resume to yferrara@wfia.org

Base Salary \$42,000 - \$48,000 – Salary is commensurate with education and experience.

Review of cover letters and resumes will begin immediately and continue until position is filled.