



POSITION DESCRIPTION

Position Title: Communications and Development Coordinator

Reports to: Executive Director
FLSA Classification: Exempt FT

Entity: Community Health
Initiative of Orange County

Job Brief

The Communications and Development Coordinator plays a key role in achieving CHIOC's outreach, branding and fundraising goals to support its long-term sustainability. The Coordinator serves as lead staff for CHIOC's outreach/communication to community supporters and stakeholders, annual event planning and implementation, funder research, and writing and managing grant proposals. In collaboration with the leadership team, he/she also will assist in implementing other components of CHIOC's communication and fund development plans including maintaining the organization's donor database.

Characteristic Duties and Responsibilities

- Work with Executive Director to maintain and update website and social media accounts, prepare and send mass email/text campaigns and assist with aspects of the communication strategy.
- Contribute to the writing, editing and production of publications including but not limited to e- newsletter, media releases, fact sheets, calls to action and other communications as needed
- Manage and maintain donor database
- Researching, writing, and supporting submission of public and private grant proposals and contract opportunities
- Preparing grant reports for funders
- Coordinating and attending meetings with Executive Director and Director of Programs & Policy to discuss strategies for proposals
- Advising the team in meeting benchmarks for grants and contracts and/or virtual celebration
- Managing logistics, venue, and set up/strike of annual event
- Creating and monitoring special events budgets

Knowledge, Skills, and Abilities

- Knowledge of grant and event planning methodologies (e.g., critical path planning and strategy)
- Proficiency with MS Office, EventBrite, MailChimp, and/or other database systems
- Excellent writing, communication, planning, and organizational skills
- Demonstrated ability to work with confidential information
- Ability to accurately review and complete detailed narrative grant reports
- Ability to take responsibility and function under minimal supervision
- Ability to work with a wide range of people
- Ability to meet project deadlines and deliverables

Minimum Requirements

- **Education:** Bachelor's degree preferred in English, Communications, or a related field such as Health Care, Marketing, or Business
- **Experience:** At least 2 years of grant writing experience and event planning

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

***Interested Individuals please forward cover letter and resume to admin@chioc.org**