



Development & Communications Coordinator

INTERNATIONAL SOCIAL SERVICE USA

22 Light Street
Suite 200
Baltimore, MD
21202

www.iss-usa.org

International Social Service - USA is an international social service agency whose mission is to mobilize a domestic and international network of legal and social work professionals to efficiently connect vulnerable children, adults and families, who are separated by international borders, to the services and support they need. For more information, visit www.iss-usa.org.

Position Overview:

International Social Service is seeking a motivated, organized, and detail-oriented Development & Communications Coordinator to join the team. This role will be responsible for a range of fundraising, communications/marketing, grant writing, and event planning initiatives to build brand awareness, increase revenue, and enhance visibility of our organization. Reporting directly to the Executive Director, the Development & Communications Coordinator will work independently and collaboratively with to support the implementation of strategic plans.

Responsibilities

- Work with the Executive Director and Board of Directors to carry out fundraising plans
- Conduct research on funding opportunities
- Write grants and proposals to support programs and special events
- Draft donor solicitation letters and other fundraising materials
- Increase organizational exposure by managing a social media strategy, creating content across social media channels, and analyzing traffic
- Produce print and web-based material, including monthly e-newsletters, annual reports, flyers, and event tools
- Plan and manage organizational events including promotion, logistical planning, and sponsorship solicitation
- Maintain and update the website, donor database (Donor Perfect), and email marketing software (Constant Contact)
- Represent ISS-USA at networking and other professional events
- Some administrative support of the executive director
- All other duties as assigned

Qualifications

- Demonstrated experience raising funds from, and building relationships with, individuals, corporations, foundations and government entities
- Experience writing grants and/or proposals a plus
- Experience and/or interest in developing marketing materials
- Outstanding written, oral and interpersonal communications skills
- Knowledge of a broad range of social media platforms and analytics
- Event planning and management experience preferred
- Ability to work collaboratively with a broad range of external and internal partners
- Highly effective organizational and time management skills
- Ability to monitor and evaluate strategic plans
- Working knowledge of budgets
- Strong networking skills

SUPPORT



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- Ability to work independently and under direct supervision of the Executive Director
- A keen sense of humor
- Commitment to the mission and vision of ISS-USA
- Bachelor's degree, advanced degree preferred in related field
- Knowledge of Donor Perfect, Constant Contact, Google Analytics, and web design are a plus

Compensation: This is a full-time position. Salary will be commensurate with experience.

Application Instructions: To apply please send a resume, cover letter, and two writing samples to communications@iss-usa.org

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