

## **Job Description: Development & Communications Assistant**

**About the Organization:** Building One Community (B1C) is a non-profit organization established in 2011 to provide a comprehensive resource center for recent immigrants in the Stamford, Connecticut area. The mission of Building One Community is to bring passionate people together to help immigrants and their families succeed in the community.

**Position:** The **Development & Communications Assistant** will help implement B1C's fund development, communications and public relations initiatives. The Assistant should have strong communications skills, with the ability to effectively reach a wide range of audiences, both orally and in writing. This full-time position reports to the Development & Communications Director and involves the occasional evening and weekend assignment.

**Primary Responsibilities:** Primary responsibilities include, but are not limited to:

- Draft concepts of copy for appeal letters, invitations, and other written materials as needed
- Organize lists and materials for mailings to 500+ individuals
- Work with Development & Communications Director to set communications schedule and draft content for event promotion
- Coordinate processing of donor acknowledgement letters including: drafting letter templates, ensuring accuracy of each letter, and personalizing as needed
- Maintain registration lists for fundraising events
- Research prospective foundation, individual, corporate and community funders
- Draft and compile materials for grant applications and reports
- Write press releases for B1C events and programs
- Create news updates and invitation e-blasts using Constant Contact email marketing software
- Proof-read and edit written materials including brochures, program announcements, annual report, grant applications & reports
- Collaborate with program staff to regularly post key social media updates across multiple platforms

### **Required Skills/Qualifications:**

- Bachelors' degree in communications, marketing or related field preferred
- Some experience in non-profit sector preferred
- Strong proficiency with Microsoft Office software
- Experience with donor databases (e.g. Donor Perfect) and e-mail marketing systems (e.g. Constant Contact) a plus
- Strong interpersonal skills, including the ability to project a warm, welcoming and positive attitude
- Exceptional organizational and project management skills with a strong attention to detail
- Flexibility to adapt to emerging needs and changing priorities
- Commitment to the Building One Community mission and goals

*Please submit your resume and a cover letter with desired salary to [jobs@Building1Community.org](mailto:jobs@Building1Community.org). Resumes without a cover letter will not be reviewed; no telephone calls please.*