

Communications & Downtown Program Coordinator

Status: Full-time, Exempt, 30-40 hours/week

Wage: \$20/hour, plus benefits (See below)

Reports to: Executive Director

Located in Randolph, VT, the Randolph Area Community Development Corporation (RACDC) is a registered 501(C)3 nonprofit that provides affordable housing, supportive wellness services, and economic development to the Greater Randolph Area. Our dynamic team seeks a full-time Communications & Downtown Program Coordinator to drive the organization's communication and fundraising strategies, as defined in the organization's Strategic Plan, and manage Randolph's Downtown Program, an ongoing economic development initiative affiliated with the State of Vermont's Designated Downtown Program.

Job Duties:

Communications & Fundraising

- Lead effective communications strategy to inform RACDC stakeholders, donors, and clients about RACDC's programs and mission using various forms of print, social media, and radio
- Establish guidelines, protocols, templates as needed to assist board and staff supporting this strategy and keeping information and communication current
- Manage content on RACDC's website and strategize platform updates as needed in consultation with Executive Director and IT staff
- Create and distribute organization's e-newsletters and develop regular schedule for public presence
- Lead the coordination of multiple direct solicitation fundraising campaigns per year and create high-quality copy and creative for these campaigns (i.e. Annual Report, Annual Appeals)
- Manage donor database timely and efficiently in consultation with other staff
- Write grant proposals and manage grant renewals/reports as needed
- Assist with gift acknowledgement letters and other correspondence with donors, including in person meetings/recognitions as appropriate
- Use design tools, including Canva, Publisher, and/or Adobe InDesign, to create ads and other outreach media
- Coordinate with design and other consultants as needed
- Learn and recommend tools to improve communications and outreach
- Create or assist with other communication and fundraising projects as needed

Event & Program Coordination

- In coordination with supervisor, staff, and other external partners as relevant, plan and coordinate execution of RACDC events and initiatives, including Downtown Program, business stimulus initiatives, and public events/Festivals, ribbon-cuttings, annual meeting, etc.
- Create and oversee implementation of effective communication between staff and board, partners, business owners, sponsors, the public and other stakeholders to enable efficient execution of events and Downtown Program.

- Provide project management to the Downtown Program, and oversee implementation of appropriate goals and strategies
 - Participate in Downtown Program Meetings with relevant state agencies and municipal partners
 - Execute annual Downtown Reinvestment survey and ensure Downtown Program meets State program requirements year after year
- Other duties as assigned

Desired Qualifications:

- Bachelor's degree in Community Development, Business Administration, or other appropriate discipline preferred. Equitable work experience in program coordination, development and/or communications will also be considered.
- Proven project management and/or program coordination experience, preferably with multi-stakeholder initiatives
- Strong oral and written communication and networking and/or community organizing skills with an ability to reach a variety of audiences in an authentic and inclusive manner
- Event planning and fundraising experience
- Some knowledge of RACDC's impact areas, including affordable housing, economic development, and supportive services preferred.
- Comfortable with group and meeting facilitation.
- Competency with Microsoft Office Suite, Zoom, database management, project management software and willing to learn new technologies that may be determined right for the project.
- Strong research and analytical skills
- Solid organizational skills and attention to detail is required.
- Creative problem solver and critical thinker.
- Ability to manage time effectively and work independently.
- Team player, sense of humor, and positive can-do attitude.
- Personally driven to make a difference

Those who do not meet all qualifications listed for this position are still encouraged to apply. Aptitude, strong skills in some areas, and a strong motivation to learn and take the necessary training can substitute for experience in some areas.

RACDC is committed to promoting diversity and opportunity in our community and in our workplace.

Compensation & Benefits:

- This is a full-time exempt position (30-40hr/week) with a flexible schedule. Some remote work is possible after an initial trial period. RACDC's benefit package includes:

- Vacation, sick time, plus holiday shut-down and federal holidays
- Employer sponsored dental and vision
- Employer sponsored, employee-directed benefit stipend
- Reimbursable work-related travel expenses
- Annual evaluation and raises based on performance
- Professional development opportunities

To apply: Please send a cover letter and current resume to personnel@racdc.com with subject line: Communications & Downtown Program Coordinator. This position will remain open until filled.

RACDC is an equal opportunity employer and housing provider.