



care
center
EDUCATE & ADVOCATE

Communications Coordinator

The Communications Coordinator is a full-time position responsible for The CARE Center's donor management, fundraising & outreach efforts. This hybrid position is primarily remote but requires regular in-person availability for operations based in Oklahoma City. This individual will focus on opportunities to increase the community's awareness of The CARE Center's mission and work. This individual will manage the organization's donor database (Bloomerang) as well as contribute to social media, external media, and public relations efforts positioning The CARE Center as the area expert in child abuse and neglect. The Communications Coordinator will report to the Communications Manager and assist with a variety of tasks relating to all fundraising efforts including special events and campaigns.

Essential Job Functions

1. Fundraising & Donor Relations
 - Manage the organization's donor database (Bloomerang) including timely gift processing, acknowledgements, and reports
 - Engage with donors and prospective donors via a variety of mediums including email newsletters, tours, phone calls, and targeted emails
 - Manage tour outreach and work with leadership team to schedule tours in support of educating the public about The CARE Center's work
 - Assist with development of fundraising materials including solicitation mailings, invitations, social media campaigns, and other publicity
2. Communications & Outreach
 - Manage inquiries and provide information to meet news and editorial requests
 - Support the Communications Manager in creating compelling, diverse, and inclusive content for organization's social media accounts (Instagram, Facebook, TikTok, Twitter & LinkedIn) including timely engagement in comments and DMs
 - Create compelling, diverse, and inclusive content for organization's website, newsletters, and blog posts
 - Act as a brand ambassador for The CARE Center, answering questions and speaking confidently about our work, mission, and goals
3. Special Events
 - Assist with planning all fundraising and donor events including The CARE Center's annual Brave Ball gala and Stand Up For Kids luncheon, in addition to several smaller events throughout the year
 - Assist with all event elements including auction item and sponsor solicitations, event timelines, and logistics

Required Skills & Abilities

- Passion for serving Oklahoma children and educating the public about The CARE Center's work

- Strong verbal and written communication skills
- Ability to work independently and within a team environment to achieve common goals
- Excitement to work both remotely and in-person, when necessary
- Ability to react and adapt to changing situations appropriately
- Excellent time management skills and ability to comfortably multi-task
- Experience and interest in social media (Instagram, Facebook, TikTok, Twitter & LinkedIn) with the ability to create video content such as reels or TikTok
- Ability to develop meaningful relationships with community partners & individual, corporate, and foundation donors
- Willingness and ability to travel and work nights and weekends as necessary
- Interest in event-planning and event-management skills
- Must be comfortable in front of various sizes and types of audiences (including media appearances & presentations) and speaking with knowledge and professionalism
- Ability to maintain a positive and professional attitude under pressure
- Ability to work independently and follow through on assignments with minimal supervision
- Must be proficient in Microsoft Suite applications & Google Drive applications
- Must be culturally-sensitive and respectful of all individuals

Preferred Skills & Abilities

- Bilingual candidates preferred
- Adobe Creative Suite, basic graphic design
- Associated Press style writing and copy-editing
- Experience writing email newsletters, blog posts, and press releases
- Content creation & calendar familiarity such as Buffer, Hootsuite, etc.
- Basic photography & photo-editing
- Basic videography & video-editing
- Donor database management
- Wordpress or other website editing experience

Required Knowledge & Education

- Bachelor's degree in communications, marketing, public relations, or related field
- This is an entry level position; no related work experience is required
- Must have valid driver's license, reliable transportation, and ability to work in-person in Oklahoma City when necessary
- Must pass nationwide background check The above is intended to describe the general requirements for the performance of this job and is not to be constructed as an exhaustive statement of essential functions, responsibilities, or requirements.