



A World Where Aging is Honored
CVCOA Helpline 1-800-642-5119

Position:	Development and Communications Assistant		
Reports to:	Director, Development and Communications		
Department:	Administration		
Status:	Non-Exempt	Hours:	25
Date:	7/15/2021	Approved:	John T. Mandeville

Job Function: The Development and Communications Assistant will support Central Vermont's Council on Aging (CVCOA) fund development, communications and public relations initiatives. This half-time position reports directly to the Director of Development and Communications (the "Director") and will work with the Board of Directors, the Fund Committee, staff and volunteers to increase the impact of the organization's work. This position offers the ideal opportunity to deepen your fundraising and communications knowledge, skills, and experience while supporting a great cause. CVCOA offers a family-friendly organization with flexible hours. Some weekend work may be required to support fundraising and outreach events.

Essential Functions:

1. Work with Director to implement CVCOA's annual fundraising and marketing plans.
2. Maintain donor database and systems for maintaining long-term relationships with donors and prospective donors.
3. Assist with organizing and implementing regular funding appeals to new and existing donors (individuals, businesses, foundations, philanthropic funds, and friends of CVCOA). Under supervision of the Director, organize and track local government "town funding" applications in the 54 towns in CVCOA's service area.
4. Organize and appear at event-based fundraising and outreach opportunities.
5. Engage CVCOA staff, board members, volunteers and the public to increase awareness of and financial support for CVCOA.
6. Help create, distribute, and archive routine print and electronic media including e-newsletters, brochures, annual report, press releases, email marketing and CVCOA's website.



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7. Implement CVCOA's social media strategy.

Knowledge, Skills, and Abilities:

1. College degree or certification in relevant field such as public relations, business, or communications.
2. Facility for oral and written communication skills, including in-person, telephone, email, and letter-writing.
3. Excellent organizational and time management skills.
4. Ability to function effectively on a team with tact and diplomacy.
5. Computer skills including MS Office Suite applications, especially spreadsheets, publishing, outlook, editing and cloud based software. Ability and appropriate attitude to learn new computer applications and updates.
6. Familiarity with using social media to implement a public relations strategy for an organization.
7. Experience with data entry and reports.
8. Experience with donor database management software (such as DonorPerfect) and email marketing (such as Constant Contact or MailChimp) helpful.
9. Graphic design and website management experience preferred.
10. Ability to maintain confidentiality.

Physical Demands:

1. Ability to travel within 3-county area necessary.
2. Ability to lift up to 25 pounds- event/communications materials.

Mental Demands:

1. Ability to prioritize tasks with both short-term and long-term goals in mind.
2. Ability to work independently with regular but not daily supervision.
3. Self-motivator.

Working conditions:

1. Share large window office with Director. Office is climate controlled but may experience fluctuations in temperature.