

**Job Description**  
**UNITY of Greater New Orleans**  
Communications/Development Coordinator

**TITLE:** Communications/Development Coordinator

**TYPE OF POSITION:** Full Time Employee

**DIRECT SUPERVISOR:** Executive Director

**POSITION OVERVIEW**

The Communications/Development Coordinator position is an entry-level position assisting the Executive Director with communications & fundraising activities in order to build and strengthen UNITY's capacity to end homelessness and the involvement of the community in UNITY's work. The Coordinator will also work with the UNITY staff, board, volunteers, consultants and clients in pursuit of these goals.

**DUTIES**

- Assist with writing and production of newsletter three times per year
- Write brief monthly e-bulletin for campaigns to end family and chronic homelessness
- Re-launch blog highlighting the work of the street outreach team and other key initiatives
- Assist in the writing of grants and grant reports
- Assist in writing fundraising letters
- Coordinate two fundraising events per year
- Conduct fundraising research and analysis
- Assist with donor relations

**SKILLS/QUALIFICATIONS**

- Good writing skills
- Well-organized and detail-oriented
- Adept at using social media & updating websites
- Good people skills
- Layout design skills desirable