



West Side Campaign Against Hunger  
263 W. 86<sup>th</sup> Street  
New York, NY 10024  
[www.wscah.org](http://www.wscah.org)

**Job Title:** Development and Communications Coordinator

**Status:** Full Time

**Reports to:** Senior Director of External Affairs

**SUMMARY:** West Side Campaign Against Hunger is New York City's largest emergency food pantry, set up as a supermarket, run as a customer cooperative, and committed to providing low-income people with healthy and nutritious food. Last year, West Side Campaign Against Hunger distributed over 1.5 million pounds of food, providing 1.3 million meals to 20,546 unduplicated people. In addition, we provide comprehensive counseling and referral services. Last year, we enrolled 586 people in food stamps and 357 in health insurance, and helped 196 people find jobs.

**JOB DESCRIPTION:** West Side Campaign Against Hunger seeks a highly motivated and flexible Development and Communications Coordinator. Reporting to the Senior Director of External Affairs, s/he will be responsible for coordinating and supporting all fundraising and communications activities for West Side Campaign Against Hunger. S/he will work closely in coordination with the Executive Director, Senior Director of External Affairs, and Senior Director of Finance and Administration to ensure the quality and timeliness of development and communications activities.

### **Major Areas of Responsibilities**

#### **Donor Cultivation and Engagement (20%):**

- Support the Development Director in all mail, online and social media appeals
- Prospect research on major donors
- Manage a small portfolio of donors and prospects
- Cultivate/maintain engagement for/with a Young Friends of WSCAH group/Junior Board

#### **Grants Management and Writing (50%):**

- Compile and manage a portfolio of grant language and materials
- Manage Grants Calendar and assist in the implementation of an organization-wide grants management program
- In conjunction with the Senior Director of External Affairs, draft all grants
- Maintain online proposal submission portals and submit grant applications in a timely manner
- Research specific issues as they relate to specific grant opportunities
- Actively research new potential funding opportunities.

**Special Events (15%):**

- Assist with pre-event coordination and day of event for all annual fundraising events
- Assist with coordination of all aspects of annual Fall Campaign—the Thousand Turkey Challenge, Fall Harvest Dinner and End of Year Giving.
- Support other periodic fundraising, outreach, engagement, and volunteer events as needed

**Communications (15%):**

- Produce and coordinate email and social media content with focus on using multiple media channels to raise awareness and financial support for WSCAH
- Produce engaging fundraising and communication materials
- Update website, including uploading and developing content
- Write, develop and coordinate all mailings

**Miscellaneous:**

- Other tasks as needed

**Required Knowledge, Skills, and Abilities**

- Motivated, highly organized, self-starter
- Strong interpersonal skills
- Positive attitude and enthusiasm
- Excellent organizational skills
- Ability to work independently and interact with diverse group
- Two years of fundraising, communications or related experience a plus
- Excellent writing and proofreading skills
- Strong attention to detail
- Experience with databases a plus
- Proficiency in Microsoft Word, Excel, and PowerPoint, and Google Suite preferred
- Understanding of social media platforms—especially Twitter, Facebook, Instagram
- Knowledge of HTML a plus
- Flexibility to work over business hours when applicable including nights and weekends as needed (less than 10% of the time)
- Bachelor's Degree

This job description is intended to convey information essential to understanding the scope of the position. It is not intended to be exhaustive list of skills, efforts, responsibilities or working conditions associated with the position.