



MARKETING AND DEVELOPMENT COORDINATOR

General Duties

The Marketing & Development Coordinator provides marketing, communications, and development support for The READ Center.

- 50% Marketing & Communications
- 25% Event Management
- 25% Administrative Duties

Marketing & Communication

- Manage communications in support of READ's fundraising activities
- Develop marketing materials (print and digital) in support of programs and events utilizing graphic design tools

Event Management

- Develop strategy and create content for event promotion/marketing
- Support event logistics: coordinate mailings, data entry and management, and other event-related activities (pre and post event)

Administrative Management

- Maintain donor database, including managing donor entries, donation tracking and donor acknowledgements
- Support fundraising activities, pulling donor reports, manage gift acknowledgment letters, etc.

Required Experience & Skills:

- Bachelor's degree and 2 years of relevant experience or 4 years of professional experience or the equivalent
- Ability to manage multiple projects with high attention to detail while working independently

Preferred Skills:

- Proficiency in Microsoft Office programs, Google Suite, and graphic design platforms
- 2-5 years nonprofit experience
- Experience with Little Green Light or other fundraising platforms

**Please note: this is not an exhaustive list of roles and responsibilities but rather a sample of job-related activities.*

Salary & Benefits: \$35,000- \$40,000. This position is full-time nonexempt and reports to the Director of Development. READ offers healthcare (health, dental, vision), PTO, simple IRA with 3% match.

How to apply: Please send a resume and cover letter to frontdesk@readcenter.org. Position opened until filled. No phone calls please. Please note that this position is based out of our Richmond office and relocation costs are not covered.

Classifications: Marketing & Communications, Development, Fundraising, Public Relations, Education

The READ Center is committed to diversity and inclusion in the workplace and provides consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, or protected veteran status.