



VELA Communications and Development Coordinator, Part Time Position

About Us:

VELA empowers Spanish and English-speaking families of children with special needs through hands-on learning, support and community. Through our program, parents learn how to support their child's strengths and needs, navigate medical and special education services, connect to community resources and become their child's greatest expert. We support families through the unexpected journey of having a child with special needs by providing interactive and dynamic courses, support groups, case management and Family Fun Days. VELA is culturally responsive, person-centered and focused on ABILITY (within disability). We love what we do and have been doing it since 2010. Started as all-volunteer agency, today, VELA has 6 team members, a community of engaged volunteers, and a passionate and active Board of Directors. VELA is fast-paced, innovative and intentional.

Position: Communications and Development Coordinator, Part-Time Employee, 20 hours per week.

Position Summary: We seek an energetic individual to join our team as our Communications and Development Coordinator. You will support VELA in capturing and telling our story through different channels, organizing, analyzing and taking care of our donors and supporting our programming to create a community where all families of children with special needs thrive.

Primary Responsibilities

Communications:

- Create copy and collect content for fundraising appeals, program outreach and recruitment, sponsorship proposals and donor acknowledgements
- Produce copy for social media and manage accounts
- Produce and manage monthly digital newsletters (Mailchimp)
- Update website (Wordpress)

Events

- Support Be The Light Annual Fundraising Event Committee in event planning and production
- Lead post event efforts for donor stewarding
- Seek out and represent VELA at third party events
- Organize and support corporate volunteering events

Donor Management

- Maintain and manage all fundraising activities on donor database (Little Green Lite)
- Process donations and prepare acknowledgement letters
- Prepare reports as needed



About You

- Tech-savvy: Fast learner and excels at all digital communications
- People-person: loves meeting new people, deepening relationships and connecting them to mission
- Values-Driven: Shares organizational values, including a passion for social justice and equity
- Highly-organized self-starter, strong attention to detail, a demonstrated ability to meet deadlines and completes excellent work with minimal supervision.
- Multi-tasker: Experience managing and completing ongoing projects
- Effective communicator: Able to communicate well internally with members of team and externally to the community.

Requirements

- Four-year degree in a related field
- A minimum of two years' experience in communications or fundraising, ideally in the nonprofit sector
- Experience with Mailchimp, Wordpress, LGL, preferred, but not required
- Bilingual Spanish/English preferred

Compensation

This is a part-time salaried position of \$24,000 per year. Benefits include paid time off, healthcare stipend, and some remote hours. Work hours are flexible; the majority of the work is to be completed during normal business hours with some nights and weekends included for special events.

To apply

Please submit resume, one-page writing sample, and 3 professional references to maria@velafamilies.org with the subject line: Communications and Development Coordinator. No phone calls please.