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 aims to be 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: Part-Time Employee, 20 hours per week

Position Summary: We are seeking 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, taking care of our current donors and seeking new partners, and supporting our events, both for families and for fundraising efforts.

Primary Responsibilities

Communication: Increase VELA’s reach through ongoing and dynamic storytelling and fundraising campaigns.
- Create copy and collect content for fundraising appeals, sponsorship proposals and donor acknowledgements
- Produce copy for social media and manage accounts
- Produce and manage monthly digital newsletters (Mailchimp)
- Update and interact with website (Wordpress)

Events: Create meaningful events and volunteer opportunities that increase donor and community engagement with VELA.
- Support, Be The Light Event Committee in event planning and production for our annual event each Fall
- Lead, organize and execute VELA’s participation as Official Charity Partner for the Austin Marathon each February
- Lead Open House lunches at VELA 1-2 times per year for donors, volunteers and partners
- Lead post event efforts for donor stewarding
- Seek out and secure third party events benefitting VELA
- Organize and support corporate volunteering events

Donor Management: Effectively manage all donor information to inform campaigns and fundraising efforts.
- Lead digital campaigns to raise funds with support from Executive Director
- Maintain and manage all fundraising activities on donor database (Little Green Lite)
- Analyze donor activities to better inform campaigns
- Process donations and prepare acknowledgement letters
- Prepare reports as needed

Qualifications:
- Tech-savvy; fast learner and excels at all digital communications. Experience with Mailchimp, Wordpress, Little Green Lite preferred
- People-person: loves meeting new people, deepening relationships and connecting them to mission
- Strong Storyteller: Experience writing newsletters, telling stories and capturing mission in action using social media
- Values-Driven: Shares organizational values, including a passion for social justice and equity
- Disability & Diversity Oriented: Experience working with diverse populations
- Highly-organized self-starter, strong attention to detail, a demonstrated ability to meet deadlines and complete 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 fundraising or communications, ideally in the nonprofit sector
- Bilingual Spanish/English strongly preferred

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

To apply: Please submit resume and 3 professional references to maria@velafamilies.org with the subject line: Communications and Development Coordinator. No phone calls please.