



Job Title: Communications and Donor Relations Coordinator

Department: Development

Reports To: Director of Development

FLSA Status: Full-time/Non-Exempt

SUMMARY:

The Communications and Donor Relations Coordinator is responsible for supporting Habitat for Humanity of Greater Baton Rouge's fundraising, communications, marketing, and community engagement efforts. This role works to support strengthening donor relationships, increasing community awareness, ensuring consistent organizational messaging, and executing fundraising initiatives.

The coordinator will assist in the creation of digital and print communications, social media content, event promotion, and organizational storytelling. This position plays a key role in maintaining a strong public presence while supporting the Development team's overall fundraising and engagement goals.

ESSENTIAL RESPONSIBILITIES:

Communications & Marketing:

- Assist in the development and execution of organizational communications and marketing strategies.
- Capture and organize high quality photos, videos, and stories from build sites, events, volunteers, homeowners, and community activities.
- Create and schedule content for social media platforms, email marketing campaigns, newsletters, and website updates.
- Draft social media captions, donor communications, press releases, sponsor recognition materials, and event promotions.
- Support internal communication and coordination between departments to ensure timely sharing of information and consistent branding and messaging across all communication channels.
- Coordinate production of marketing collateral including flyers, invitations, sponsorship materials, signage, presentations, and annual reports.
- Assist with maintaining and updating the organization's website and digital communication platforms.
- Support media outreach and community visibility efforts.
- Track communication and donor engagement metrics.

Development & Donor Engagement Support:

- Assist with donor stewardship efforts including thank you letters, sponsorship recognition, donor communications, and impact storytelling.
- Help maintain accurate donor, sponsor, and communication records within Salesforce and related systems including documentation of sponsorships, in-kind donations, and donor engagement activities.
- Develop reporting related to fundraising campaigns, communications performance, volunteer engagement, and donor activity.
- Coordinate sponsor benefits and recognition for build days, fundraising events, and organizational initiatives.
- Assist the team with planning and execution of donor events, volunteer appreciation efforts, and community engagement activities.
- Support ongoing relationship management with corporate partners, faith groups, volunteers, and community stakeholders.
- Assist with additional development, communications, and organizational duties as assigned.

MINIMUM REQUIREMENTS:

Education/Experience:

- Bachelor's degree preferred in Communications, Marketing, Public Relations, or related field.
- Two years of experience in communications, marketing, fundraising, nonprofit development, or related field preferred.
- Experience managing social media platforms, email marketing, and content creation preferred.

Language Skills:

- Excellent written and verbal communication skills.
- Strong storytelling and organizational communication abilities.
- Ability to communicate professionally with donors, volunteers, sponsors, homeowners, community partners, and staff.

Computer Literacy:

- Proficiency in Microsoft Office required.
- Experience with Canva, email marketing platforms, social media management tools, and website editing preferred.
- Experience with Salesforce or like customer relationship management systems preferred.

Transportation:

- Must have dependable transportation and provide a valid driver's license with proof of insurance.
- Individuals must have a clean driving record to operate company vehicles.

Physical Demands: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand; walk; sit; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; lift and/or move up to 50 lbs.
- May be exposed to outside weather conditions, including extreme heat, when working on construction site(s).
- Normal office conditions when working in the office.

Work Schedule: Regular work schedule is Monday through Friday with occasional evenings and weekends.

Please send cover letter and resume to Ryan Hollis, HR Director, ryan@habitatbrla.org