

Development and Marketing Coordinator

Job Description

Friends of Aphasia

a•pha•sia (uh-fay'-zhuh): Loss of the ability to speak, understand, read, and/or write due to stroke or other injury to the brain. Friends of Aphasia is dedicated to changing the lives of individuals and families living with aphasia by providing high-quality, patient-centered aphasia services, including a comprehensive aphasia group program, community support teams, and technology resources, to anyone who might benefit. We develop community education, advocacy, and outreach programs, and promote research aimed at advancing innovative and effective aphasia treatment approaches. Through these efforts, we give real hope to those struggling to speak, understand, read, and/or write.

Position Classification & Compensation

Non-exempt, hourly, 20 hours/week. \$20-30/hr. DOE.

Position Summary

The Development and Marketing Coordinator is a new position that will support all fundraising and marketing initiatives across the organization, under the leadership of the Executive.

Responsibilities

Fundraising

1. Support the Executive in implementing an annual comprehensive development plan to meet targeted goals, objectives, measurable outcomes, and timelines.
2. Maintain donor database, process donations and acknowledgements, ensure data integrity, run reports, and manage donor records to assist in fundraising efforts.
3. Implement annual campaign fundraising initiatives, such as individual asks, annual mailings, and grant writing.
4. Participate in and coordinate meetings with existing and potential funders.
5. Communicate effectively with funders and keep stakeholders regularly informed about FOA efforts and accomplishments.
6. Engage the staff, board, and volunteers as appropriate in prospect identification, gift solicitation, and stewardship.
7. Assist in the development and implementation of major gift and planned giving initiatives.
8. Develop and implement donor recognition.
9. Perform prospect research and prepare, submit, and manage grant proposals to foundation and corporate sources.
10. Manage, support, and assist with fundraising and/or awareness events through preparation and execution in person or virtually.
11. Promote and market the Arizona Charitable Tax Credit Program.

Marketing & Communications

12. Create and distribute press releases, newsletters, email, and annual report communications.
13. Implement social media engagement in all relevant channels and coordinate website updates.
14. Ensure consistent branding through all marketing, communications and engagement activities.
15. Manage production and distribution of print and electronic materials.
16. Develop and execute outreach programs to care homes, rehabilitation facilities, hospitals, and other referral sources.
17. Represent FOA at community events when appropriate.

Additional Support

18. Recruit, train, and schedule volunteers to assist with community events and/or fundraisers, as needed.
19. Other duties as assigned.

Qualification Requirements

- Bachelor's degree in related field.
- Minimum of two years' successful experience in nonprofit development and marketing.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and Google Workspace (e.g., Google Docs) or willingness to learn.
- Experience in tracking data in a relational database (CRM), experience with Bloomerang preferred.
- Experience with social media marketing and engagement (Facebook, Instagram, Twitter, LinkedIn, etc.)
- Flexible work schedule, ability to work occasional evenings and weekends.
- Willingness to learn about aphasia and to engage actively with people who have communication difficulties

Knowledge Skills and Abilities

- Exceptional skills in the areas of organization and time management.
- Ability to manage multiple projects, priorities, and deadlines with minimal supervision.
- Attention to detail, accuracy, and proficiency.
- Ability to establish and maintain successful professional and working relationships.
- Knowledge about current technology, nonprofit marketing, and social media engagement.
- Timely, dependable, shows initiative, exhibits collegiality.
- Demonstrated ability to work independently and as a team member.
- Strong process, planning, and implementation skills.
- Strong interpersonal skills and the ability to listen intently.
- Flexible, adaptable, and responsive to changing requirements.

This is a 20-hour, non-exempt position, with the possibility of future expansion. The successful candidate will have the ability and willingness to work in a hybrid format (both in-person and virtually as needed/assigned). Hourly rate of \$20 - \$30 per hour, based on experience. This position is located in the Tucson metro area.

Friends of Aphasia is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. Friends of Aphasia makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To Apply

All applications are being accepted through Indeed.

[Development & Marketing Coordinator - Tucson, AZ 85711 - Indeed.com](#)

No inquiries or paper submissions, please.