



## JOB DESCRIPTION

<b>Date:</b> 12.31.2025	<b>Last Revision:</b> December 31, 2025
<b>Work Type:</b> In Office Loveland, Colorado	<b>Job Title:</b> Communications & Donor Relations Coordinator
<b>Department:</b> Admin/Fundraising	<b>Reports To:</b> Deputy Director

### **Purpose of the Job**

The Communications and Donor Relations Coordinator plays a key role in telling our story, supporting donor relationships, and ensuring accurate and effective donor data management. This position blends creative communications work with detailed donor operations and event support, helping strengthen relationships with donors, volunteers, partner families, and the broader community. This is an in-person position.

### **Qualifications**

- 1–3 years' experience in communications, marketing, or related administrative/operations work (esp. in nonprofit)
- Experience with CRM or donor database
- Digital communication skills including social media postings & scheduling, website updates (WordPress, Wix or similar), email platforms (Mailchimp, Constant Contact, etc.)
- Experience with Canva or other design platforms
- Organized and detail-oriented, able to juggle multiple deadlines
- Confident communicator with excellent interpersonal skills
- Comfortable working both independently and collaboratively in a mission-driven environment

### **Preferred**

- Bachelor's degree in communications, marketing, or related field
- Event support or coordination experience
- Experience pulling and interpreting database reports or dashboards
- Understanding of fundraising and donor stewardship concepts

### **Key Responsibilities**

#### **Communications**

- Manage social media content and scheduling for affiliate and ReStore
- Maintain and update website content to ensure accuracy and engagement
- Develop and distribute newsletter for affiliate and ReStore

- Create marketing and outreach materials, including flyers, press releases, and campaign assets
- Capture and share compelling stories of volunteers, partner families, and donors to highlight mission impact
- Collaborate with staff to ensure grant and sponsorship recognition commitments are fulfilled
- Support Homeowner Services by:
  - Assisting with marketing during the application cycle
  - Gathering homeowner stories and testimonials
  - Supporting the Homebuyer Education Center

### **Donor Operations**

- Enter donor and gift data into Charity Proud and generate reports for leadership as needed
- Prepare and send donor acknowledgements and stewardship communications
- Track campaign performance and maintain accurate donor records
- Support fundraising appeals and sponsorship fulfillment activities
- Serve as the lead administrator for Charity Proud, understanding the platform and troubleshooting for staff and volunteers

### **Event Support**

- Set up event registration processes and tracking in database
- Coordinate pre-event communications to participants and stakeholders
- Support post-event follow-up, reporting, and data entry.

Attend monthly staff meetings, organizational trainings, etc. Perform other related duties as assigned.

### **What We Offer**

- Opportunity to make a meaningful impact in the community
- Collaborative and mission-driven work environment
- Full-time, Monday–Friday, with occasional evenings or weekends for events
- Hourly rate: \$23.08–\$26.00/hour depending on experience
- Health, Dental and Vision 1<sup>st</sup> of the month after 60 days of employment

To apply please send your resume and a cover letter to Kami Fockler at [HR@lovelandhabitat.org](mailto:HR@lovelandhabitat.org).