



Development and Communication Coordinator

Bright by Three seeks a full-time Development and Communication Coordinator to execute fundraising events, prospect research, conduct donor correspondence, and manage the database and financial reconciliation. This position reports to the Vice President of Development and works closely with the Director of Communications, President & CEO, and other senior leadership as a key player in implementing strategies and achieving goals.

RESPONSIBILITIES

- Manage events, internally and with external vendors, including a keynote and reception during a national conference
- Guide and support event hosts and committee members in their outreach efforts
- Solicit sponsorships and donations for events and other fundraising
- Process and acknowledge contributions and ensure accurate recording in Salesforce
- Assist in the creation and submission of grant proposals and reports
- Conduct research on donor and earned revenue prospects, including individuals, corporations, and foundations, and develop targeted appeal materials
- Support the Director of Communications in executing the communications plan
- Draft and distribute social media, email campaigns, press releases, and internal reports
- Maintain and update media list, stakeholder collateral, and website content
- Other duties, tasks, or projects as assigned

QUALIFICATIONS

- Strong organizational skills and attention to detail
- Excellent and persuasive written and oral communication skills
- Ability to manage multiple projects, meet deadlines, and prioritize among assignments
- Strong customer service orientation
- Ability to work independently and as an effective team player
- Proficiency with Salesforce or other CRM system
- Ability to create and adhere to event budgets
- Available to work some evenings and weekends, as required
- Bachelor's Degree and two years of fundraising or communications experience

BENEFITS

- Competitive salary commensurate with experience
- Comprehensive benefits package, including medical, dental, vision, life insurance, retirement with employer match, and generous paid time off
- Collaborative team environment with an ongoing focus on professional development

To apply, submit a cover letter and resume on www.brightbythree.org/careers/

ABOUT BRIGHT BY THREE

Bright by Three is a leading early childhood nonprofit organization. We empower parents and caregivers by giving them tools, strategies, and resources to promote early nurturing, health, and learning experiences so that their children are school-ready. While we welcome all participants who care for children from prenatal to five years old, our focus is on reaching families that are underserved. In 2017, more than 35,000 families benefited from our program. Our team is passionate about our mission and driving change through our research-based materials and launch of multimedia program enhancements. We approach our work with an entrepreneurial spirit, integrity, and an optimistic outlook.