

Deaf Adult Services, Inc.

Title: **Community Relations and Development Coordinator**

Status: **Full Time (flexible as needed)**

Responsible to: Executive Director

**Basic Functions:**

Responsible to work under the direction of the Executive Director to expand and enhance community relations and development activities of the organization including but not limited to: grant writing, developing sponsorships, marketing, public relations activities and supporting the agency and board in their efforts to develop unrestricted funds for agency programs and services.

**Specific Duties:**

1. Works with Executive Director regarding public and media relations.
2. Enhance community relationships with NPO's, corporate, media, governmental and political offices
3. Identify and assist in the completion/presentation of funding Requests for Proposals and submission of foundation Letters of Intent
4. Establish corporate sponsorship and legacy giving program for agency services
5. Communicate with and gather information from all agency departments for statistical and development purposes including preparation of Annual report
6. Maintain donor database and acknowledge donations in a timely manner
7. Manage and update social media and website pages
8. Create bi-weekly E-newsletter and quarterly printed newsletter
9. Set up graphic design/printing needs for agency materials and power point presentations
10. Coordinate agency annual fundraiser and other community fundraising events/volunteers
11. Attend Board of Directors' Development Committee meetings
12. Participate as Board of Directors' staff liaison, assisting with meeting minutes and maintaining official Board records

**Skills:**

1. Knowledge of sign language and deaf culture helpful
2. Advanced computer knowledge including web page set-up and maintenance
3. Excellent written and interpersonal communication skills
4. Understanding of social media and networking
5. Ability to work with minimal supervision.
6. Ability to organize and prioritize work tasks
7. Sensitivity to the confidential nature of client, agency, financial and employee related information

Education and relevant experience should be commensurable with the requirements of this position. Resumes and cover letters may be sent to Steve Lovi, Executive Director, Deaf Adult Services, 2495 Main St, #446, Buffalo, NY 14214 or e-mail to: [Steve@wnydas.org](mailto:Steve@wnydas.org)  
All persons are encouraged to apply including Deaf and Hard of Hearing candidates. Applications accepted until position is filled. Position available immediately.