Development and Communications Coordinator  
The New Opportunity School for Women

The New Opportunity School for Women, Inc. (NOSW), a nonprofit organization whose mission and programming center on improving the educational, financial and personal circumstances of low-income women in the Appalachian region seeks qualified, experienced candidates for the new position of Development and Communications Coordinator at its Berea, Kentucky location.

The Development & Communications Coordinator is a new position and will serve as an advocate and promote awareness of the needs of low-income women in Appalachia. The Development & Communications Coordinator works collaboratively with the executive director and board to create and oversee a comprehensive fundraising and communications program in support of annual and strategic goals. Responsibilities include grant writing and reporting; social media; newsletter coordination; annual appeal and developing and stewarding relationships with donors and supporters; managing individual, foundation, corporate and planned giving; establishing fundraising policies and procedures; engaging the board, staff and volunteers in carrying out all aspects of development; and establishing and implementing a comprehensive communications strategy that supports the development program and promotes the organizational mission.

Position is 40 hours per week, full-time, salaried with occasional travel and additional day, evening and weekend hours as needed to meet position needs, including during the two residential sessions each year. A competitive salary and benefit package are offered. The position is expected to begin in July 2020.

For a detailed position description including experience, education and skills requirements go to www.nosw.org and go to “Get Involved” and scroll down to Open Positions.

APPLICATION INSTRUCTIONS For consideration email cover letter, resume and three professional references to info@nosw.org with “Development and Communications Coordinator Search” in the subject line. Mailed or incomplete applications will not be considered.

Application review begins immediately and will continue until position is filled. Priority consideration given to applications received by June 1, 2020.