

Starting Salary: \$27.85/hr, depending on experience

Title: Communications and Development Coordinator

Position Type: Regular Full-Time (37.50 hours per week), Non-exempt

Location: Flexible work environment with hybrid & in-office options; based out of Twin Cities Metro Area.

Introduction:

The Communications and Development Coordinator supports ILCM's communications and fundraising efforts in coordination with the Communications Manager and development staff. This position plays a key role in preparing and distributing communications across digital and print platforms while also providing essential donor services and proper donor tracking and gift acknowledgment. The Coordinator assists with content preparation, data entry and tracking, and administrative tasks that help advance ILCM's communications and development goals.

What's in it for you?

- The opportunity to make an impact in the community by enhancing opportunities for immigrants and refugees in Minnesota and North Dakota.
- We believe in work-life harmony. This role offers the flexibility to blend remote work with in-office collaboration.
- We provide paid leave including the following:
 - Paid Time Off – Employee earns 12.5 hours per month during the first 2 years of employment (4 weeks), 15.625 per month in years 2-5 (5 weeks), and 18.75 per month after 5 years (6 weeks). Employees can carry up to 80 hours of unused leave from year to year.
 - Earned Sick and Safe Time (ESST): In compliance with Minnesota law, ILCM will provide employees with paid sick & safe leave under this policy. All employees will receive eighty (80) hours sick and safe time, or pro-rated upon the commencement of employment. Unused sick and safe time will not be carried over from one calendar year to the next, nor will it be paid out at the end of each year.
 - Holiday Leave: Most major federal holidays off including the days between Christmas Eve and New Years Day. In addition, ILCM offers one floating holiday and the opportunity to exchange holidays that don't fall within an employee's religious or cultural background (i.e., alternative holidays).
 - Paid Family & Medical Leave: In compliance with Minnesota statute. See Handbook and Benefits Guide for more information.
- We provide competitive benefits including the following:
 - Medical, dental and vision insurance (with employer contributions)
 - Employer-paid life and disability coverage (voluntary life insurance is available at employee cost)
 - SIMPLE IRA retirement plan with employer match
 - FSA and HSA with employer contributions (HSA is only available for employees enrolled in our HSA medical plan)
 - Pet Benefits & Pet Discount Program with employer contributions

- A remote connectivity stipend of \$50/month
- Payment for organizational/membership dues
- Training/professional development budget of \$500/year

Why ILCM?

- You will be championing social justice & creating meaningful impact via donor stewardship & engagement and event planning.
- You will work in a place that values diversity, equity, and belonging. We encourage new ideas, value multiple perspectives, and foster a supportive environment where each role matters.
- We offer competitive and transparent compensation. We aim to ensure that pay, benefits, and career progression reflect your contributions, impact, and market value.
- You will work with a committed organization dedicated to serving and empowering clients. ILCM's values are grounded in respect for and partnership with our immigrant and refugee clients.

Primary Responsibilities

Communications (50%)

- Support the Communications Manager in coordinating and maintaining ILCM's online presence across platforms, including the website, Facebook, Instagram, LinkedIn, and LawHelpMN.org.
- Assist with scheduling and organizing content for ILCM's social media and digital communications to ensure consistency across platforms.
- Help with preparation and distribution of regular communications under the direction of the Communications Manager, including:
 - Bi-monthly e-newsletter
 - Advocacy action alerts
 - Brochures and informational flyers
 - Client stories
 - Press releases
 - Quarterly news releases
 - Annual report
- Support basic tracking and organization of engagement metrics and communication materials to help evaluate reach and effectiveness.
- Assist with creating, updating, and organizing printed and digital marketing materials and public-facing presentations, including simple graphic design and formatting tasks.
- Collaborate with staff to gather content, updates, and visuals for communications and outreach materials.

Development (50%)

- Serve as a primary point of contact for donors by responding to inquiries, resolving issues, and providing timely, accurate information about donations, campaigns, events, and organizational activities through written and verbal communication channels.
- Create and maintain donor accounts including gift entry, donor contacts, and demographics.
- Process donor acknowledgments and correspondences.

- Perform monthly and weekly reconciliations of development activity with the financial systems.
- Assist with analysis of data and donor prospecting.

Secondary Responsibilities

- Complete time records for financial management, grant reporting, and compliance purposes.
- Participate in team meetings and monthly all-staff meetings.
- Engage in training and professional development opportunities as assigned or required.
- Perform other duties and special projects as assigned.

Qualifications | Knowledge, Skills & Abilities

- Associate's degree in related field, or at least one year of experience in a nonprofit.
- Data entry and/or development experience preferred.
- Proficient in all Microsoft programs such as Word, Excel, Outlook, Teams and SharePoint.
- Experience with donor databases or similar programs.
- Experience with LegalServer and/or other timekeeping programs preferred.
- Strong communication skills, both written and verbal.
- Able to work well cross-departmentally, handle multiple assignments and meet deadlines.
- Excellent organizational, analytical, and problem-solving abilities.
- Passion for serving the low-income immigrant and refugee community and experience working with persons of diverse economic, cultural, and ethnic backgrounds.

Compensation & Benefits

ILCM is proud to offer a competitive compensation package which includes a starting salary of \$27.85/hr., depending on experience. Additionally, ILCM offers a comprehensive benefits package as described above.

Application Submission:

Please send a letter of interest or cover letter and resume to: hr@ilcm.org. Open until filled. Qualified candidates will be contacted on a rolling basis for an initial screening call and will be offered more information on the rest of the process then.

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Diego Rivera at diego.rivera@ilcm.org. Please direct all other inquiries to hr@ilcm.org.

Not sure you meet all the qualifications? Let us decide! Research shows that members of under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.

To learn more about ILCM, please visit our website: <https://www.ilcm.org/>.

ILCM is an equal opportunity employer and is committed to providing a work environment that is free from harassment and discrimination. ILCM provides equal opportunity to all applicants for

employment in accordance with all federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an employee's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by law. ILCM is committed to providing all reasonable accommodations required by law to qualified individuals with disabilities who are applicants for employment and/or who are employed at ILCM.