



Development & Communications Coordinator (Part-Time)

Friends of the Cape Cod National Seashore (FCCNS) is the nonprofit philanthropic partner of the Cape Cod National Seashore; a partnership established in 1987 to help preserve, protect, and enhance the fragile environment, visitor experience, and unique cultural heritage of the park.

FCCNS seeks a Development & Communications Coordinator to advance the organization's mission by supporting fundraising operations, donor engagement, data management, and external communications. This part-time role plays a key role in growing a modern development program during a period of organizational expansion and offers hands-on experience in philanthropy through donor engagement and public outreach, supported by effective administration, storytelling, and data-informed strategies. The position reports to the Director of Development and the Executive Committee.

Key Responsibilities

Development & Fundraising

Donor Relations & Stewardship *(in collaboration with the FCCNS Administrative Assistant)*

- Prepare and process donor acknowledgments, correspondence, renewals, and event invitations.
- Develop donor briefings, contact summaries, and stewardship materials for leadership and Board engagement.
- Track donor interactions and ensure accurate data entry to support stewardship and reporting.

Database & CRM Management *(in collaboration with the FCCNS Administrative Assistant)*

- Maintain donor and membership records in the organization's CRM (e.g., Wild Apricot or similar).
- Enter and manage gifts, pledges, renewals, and contact notes.
- Produce donor, membership, and fundraising reports.
- Build event registrations, donation forms, surveys, and targeted mailing lists.

Fundraising & Events

- Provide logistical support for membership programs, donor meetings, and fundraising and community events.
- Serve as liaison to the volunteer Community Engagement Committee, coordinating meetings, communications, and volunteer scheduling.
- Support the Businesses & Corporate Partnership Program, serving as a point of contact for sponsors and ensuring timely delivery of benefits.
- Manage event registrations, guest lists, follow-up communications, and post-event reporting.

Communications & Outreach

Digital & Social Media

- Identify and share timely, mission-driven stories in collaboration with staff and volunteers.
- Create and schedule engaging social media content aligned with fundraising and outreach goals, track performance metrics, and apply insights to grow and engage audiences.
- Manage routine upkeep of the organization's Squarespace website, including simple text updates, blog posts, event and calendar entries, and basic content maintenance to ensure information is current and accurate.

Donor & Member Communications

- Support email newsletters, appeals, announcements, and surveys.
- Assist with the creation of promotional materials.

Administrative Support

- Provide administrative support to the Director of Development, including scheduling, document preparation, and meeting coordination.
- Prepare agendas, presentations, briefing materials, and meeting notes for development and Board-related meetings.
- Maintain organized digital and physical files.
- Assist with fundraising-related financial tracking, invoicing, and expense documentation.
- Support volunteer coordination and maintain supplies for office and events.

Qualifications

- 1–5+ years of relevant experience in administration, fundraising, communications, or related fields (internship experience welcome).

- Strong organizational skills with attention to detail and ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Familiarity with donor management systems is strongly preferred.
- Proficiency with Google Workspace and Microsoft Office.
- Interest in nonprofit storytelling, social media, and learning basic design tools (e.g., Canva).

Work Environment

- Primarily remote position, approximately 3–4 days per week (flexible schedule), including some in-person attendance at meetings and events. Some evening and weekend hours required.
- Ability to assist with event setup and lift to 25 pounds as needed.

Compensation

- \$22.00–\$26.00 per hour, based on experience

To Apply: Please send a cover letter and resume to Julia Bateman, Director of Development, at julia.bateman@fccns.org.