

Job Description

Communications & Development Coordinator

About WMCS

West Marin Community Services (WMCS) is the central hub for a diverse range of services that support our neighbors in West Marin who are struggling to make ends meet. We adapt to ever-changing circumstances, address needs not met by other organizations or government programs, and work to bring our community closer together. For more than 40 years, we have responded to community needs with vital support taking many forms – supplying food, clothing and household items, referrals for county, state or federal support services, sponsorship of other local non-profits, and much more to community members in need.

Position Summary

The Communications & Development Coordinator supports WMCS's fundraising, donor engagement, communications, resident engagement, and community outreach efforts. This position plays a key role in telling the story of WMCS's impact in the West Marin community and helping connect community members, donors, volunteers, partners, and program participants with the organization's work. The Coordinator is a hands-on position responsible for producing communications and fundraising materials, maintaining digital and donor communications, supporting fundraising campaigns and events, and assisting with grant applications and reports. The position works closely with staff across WMCS to gather stories, information, photos, and other content that demonstrates the impact of WMCS programs and services.

The ideal candidate is an excellent writer and communicator who is highly organized, creative, collaborative, and comfortable managing multiple projects and deadlines. After receiving initial guidance, the Coordinator will be expected to take ownership of assigned projects while knowing when to seek direction or support.

Job type: Full-Time, hybrid; 32-40 hours per week

Schedule: Monday through Friday 9am – 5pm, occasional evenings and weekends as needed, based on organizational needs.

Ideal start date: November 2, 2026

Location: Hybrid, with remote work and onsite work at least two days per week at WMCS's Administrative Office in Point Reyes Station, CA. Occasional work and meetings may also take place at other WMCS locations or throughout West Marin, as needed.

Reporting structure: Reports to the Executive Director.

Salary and Benefits

Pay: \$33- \$35 per hour depending on experience

Benefits:

10 days paid vacation per year, 10 days of sick leave per year, 2 Personal Days (Floating Holidays) per calendar year (one every 6 months), 7 paid holidays per year, and employer-paid health insurance, enrollment in CalSavers retirement program

- **Holiday Closure Benefit:** To support staff wellbeing and rest, the organization provides a paid year-end closure between Christmas and New Year's.

Duties and Responsibilities

Communications & Storytelling

- Produce WMCS's monthly digital newsletter, including gathering, editing, and coordinating contributions from staff.
- Maintain and update the WMCS website and contribute to website content development.
- Manage email communications, including maintaining email lists, audience segmentation, and email campaigns.
- Develop and maintain an engaging social media presence across appropriate platforms, including Instagram, Facebook, LinkedIn, and YouTube.
- Create and coordinate social media content, including posts, stories, reels, videos, graphics, and other digital content.
- Work with staff across WMCS to identify and gather stories, photographs, videos, program updates, and other content that communicates the organization's impact.
- Create and maintain digital and print communications materials that support WMCS programs, outreach, fundraising, and community engagement.
- Help ensure that WMCS communications are consistent, accurate, accessible, and reflective of the organization's mission and values.
- Maintain organized digital communications assets, photographs, and other storytelling materials.

Fundraising & Donor Engagement

- Support WMCS's fundraising efforts by developing and maintaining fundraising communications, tools, and collateral.
- Coordinate donor communications, including event invitations, appeal letters, newsletters, impact communications, and other donor materials.
- Support biannual giving campaigns and other fundraising initiatives.
- Assist with the development of donor-facing materials that communicate WMCS's impact and the importance of community support.
- Prepare and send donor acknowledgement letters and other stewardship communications.
- Maintain accurate and up-to-date donor records and information in WMCS's donor database.
- Generate routine donor lists, reports, and information for staff and board use.
- Support donor outreach and engagement activities as directed by the development team or Executive Director.

Grant Support

- Assist with preparation of grant applications and proposals by gathering program information, stories, data, budgets, and other supporting materials.
- Draft or edit portions of grant applications and other funder communications.
- Track grant reporting requirements and deadlines.
- Assist with preparation of grant reports by gathering program updates, outcomes, data, stories, and other required information.
- Maintain organized records of grant applications, reports, and supporting materials.

Events & Community Engagement

- Support WMCS fundraising and community events through event planning, communications, sponsorship coordination, volunteer coordination, and donor engagement.
- Develop and distribute event invitations, promotional materials, and other communications.
- Assist with event registration and guest communications.
- Provide on-site event support, including registration, volunteer coordination, donor hospitality, setup, and breakdown.
- Help ensure that WMCS events are welcoming, well organized, and effectively communicate the organization's mission and impact.

General Responsibilities

- Collaborate with WMCS staff to understand programs and services and effectively communicate their impact.
- Maintain confidentiality and exercise good judgment when handling donors, program participants, and organizational information.
- Maintain accurate records and organized files.
- Represent WMCS professionally and positively with community members, donors, volunteers, partners, and other stakeholders.
- Contribute to a collaborative, supportive, and mission-driven organizational culture.
- Perform other related duties as assigned.

Qualifications

Required

- Excellent writing, editing, and verbal communication skills.
- Strong organizational skills and exceptional attention to detail.
- Ability to manage multiple projects, priorities, and deadlines simultaneously.
- Experience creating communications content for digital and/or print platforms.
- Experience with email newsletters, social media, and websites.
- Ability to work collaboratively with people across an organization and with external partners.
- Ability to work independently after receiving initial directions, take ownership of projects, and recognize when to ask for assistance.
- Strong computer skills and proficiency with common office and productivity tools.
- Commitment to WMCS's mission and to the values of human dignity, social justice, equity, and inclusion.
- Welcoming demeanor; ability to connect with a diverse range of people.
- Must possess and maintain a valid California Class C driver's license with a satisfactory record.
- Understands the diversity of the West Marin community.

Preferred

- Two or more years of experience in communications, development, fundraising, marketing, or a related field.
- Experience working for a nonprofit organization.
- Experience with social media platforms including Instagram, Facebook, LinkedIn, and YouTube.
- Experience with website content management, particularly Squarespace or a similar platform.
- Experience with email marketing platforms such as Mailchimp or similar systems.



WEST MARIN COMMUNITY SERVICES

Every one. All ways.

- Experience with donor databases such as Give Butter or similar systems.
- Experience creating graphics and other visual materials using Canva or similar design tools.
- Photography, video production, or video editing skills.
- Experience supporting grant applications and/or grant reporting.
- Experience supporting events, volunteer coordination, or donor engagement.
- Bilingual skills in English and Spanish, both in speaking and writing.

Skills & Attributes

The successful candidate will be:

- **A strong storyteller** who can translate WMCS's work and impact into compelling, accessible communications.
- **A skilled writer and editor** with an eye for clarity, accuracy, tone, and detail.
- **Creative and resourceful**, with the ability to develop engaging content using a variety of formats.
- **Highly organized**, able to keep track of details and deadlines across multiple projects.
- **Collaborative**, with the ability to build effective working relationships with staff, community members, donors, volunteers, and partners.
- **Self-directed**, with the ability to move projects forward independently while seeking guidance when appropriate.
- **Adaptable and flexible**, comfortable responding to changing priorities in a small, dynamic nonprofit environment.
- **Community-minded**, with a genuine interest in communicating the experiences, strengths, and contributions of the West Marin community.

Technology

The position may work with the following platforms and tools:

- WordPress or other website content management systems
- Mailchimp or other email marketing platforms
- Give Butter or other donor databases
- Canva or other graphic design tools
- Google Workspace
- Microsoft 365 Suite
- Social media platforms and associated content-management tools

Experience with every platform is not required. The ability and willingness to learn new systems is important.

Physical Requirements

- Ability to work long hours at a computer
- Lift, carry, push, and/or pull light to moderate amounts of weight up to 40 lbs.
- Operate office equipment requiring repetitive hand movement and fine coordination, including the use of a computer keyboard

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Every one. All ways.

Equal Opportunity Employer

WMCS prohibits discrimination based on race, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status. This policy applies to recruiting, hiring, promotions, terminations, compensation, and benefits.

Studies have shown that women, BIPOC, AAPI, and LGBTQ+ people may be less likely to apply for jobs unless they meet 100% of the qualifications listed. We encourage you to apply even if you do not meet all qualifications. Preference may be given to applicants who are bilingual in English and Spanish.

We are interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We want someone who believes in our mission and can contribute to our team in a variety of ways.