



**Communications and Development Coordinator**  
**Pittsburgh A. Philip Randolph Institute Education Fund, Pittsburgh, PA**

*Organization Summary*

The Pittsburgh Chapter of A. Philip Randolph Institute (APRI) is a non-profit organization in Pittsburgh, PA committed to the social progress of minorities, the poor, and working people. APRI is dedicated to developing and promoting programs that promise democracy, education, and economic opportunity to those who are traditionally disenfranchised or discouraged from productive citizenship, while collaboratively leveraging regional strengths through innovation, education, workforce development, and the cultivation of sustainable business opportunities.

*Job Summary*

The APRI Communications and Development Coordinator position has a strong emphasis on marketing and communications to promote the APRI mission and expand APRI's network of support. This person will manage various means of internal and external communication, and will also manage assigned fundraising activities. S/he will work alongside the APRI team to ensure that all aspects of the program -- recruitment, training, and placement of students into family-sustaining careers -- are conducted successfully and with fidelity to the program model.

The Communications and Development Coordinator should have a passion for, and a commitment to, sustainable workforce development principles. An individual who is self-motivated and highly organized, with strong communication and interpersonal skills, will be successful in this role.

*Job Duties*

- Manage all of APRI's communications platforms (e.g., formal appeal letters, Wordpress website, social media, etc.)
- Draft and submit op-eds and press releases, and participate in outreach activities such as radio shows, to maintain APRI's consistent presence in the community
- Maintain updated donor information, including contact information, demographics, previous participation, etc.
- Initiate contact with new potential donors/members via various channels
- Maintain contact with APRI's existing network of donors/members via various channels
- Manage planning and creation of print and digital materials for fundraisers, events, etc.
- Coordinate annual fundraising campaign and smaller branding events throughout the year
- Coordinate United Way Contributor Choice campaign
- Have a comprehensive understanding of the social justice movement, the Black Labor Alliance movement, restorative justice movement, and other related movements
- Understand financial aspects of the organization
- Draft and edit grant proposals and grant reports as needed
- Collaborate with APRI's Executive, Operations, and Finance Director and team of consultants to secure and manage grants
- Work with the fundraising committee of the Board of Directors



- Schedule and coordinate meetings with external partners (i.e., secure venues, distribute invitations, draft and communicate meeting notes, etc.)
- Supervise office volunteers and interns as needed
- Consider and explore rebranding the Pittsburgh chapter of APRI
- Work collaboratively in a team environment
- Work as the leader of a specific group assignment as needed; may require identifying tasks for colleagues and tracking progress
- Additional duties as assigned

#### *Qualifications and Skills*

- Bachelor's Degree required, preferably in a relevant field
- Two or more years of relevant experience (can include volunteer experience)
- Excellent interpersonal skills
- Excellent written and oral communication skills; Public speaking skills
- Ability to work independently and take initiative to achieve team goals
- Organized; ability to manage multiple projects
- Creative approach to sharing information with a wide range of audiences
- Strong computer skills and proficiency in Microsoft Office Suite
- Experience with various technologies (i.e., hardware and software)
- Knowledge of social media
- Experience with graphic design tools preferred
- Experience with Mailchimp preferred
- Ability to maintain website; experience with Wordpress preferred
- Data entry skills or other database experience is desired
- Experience with maintaining a constituent record database
- Attention to detail and accuracy
- Ability to follow established financial procedures
- Experience managing fundraising events with proven success
- Knowledge of the greater Pittsburgh region and its nonprofit sector preferred
- Prior experience with or willingness to work with previously incarcerated populations

#### *Other Requirements*

- Valid Driver's License and access to a reliable, insured motor vehicle; Willingness to use own vehicle on company business (mileage is reimbursed)
- Flexibility in work schedule for evening/weekend meetings and events
- Ability to lift and carry up to 25 pounds of boxes/equipment and perform physical activities as required

*Reports to:* Operations Director

*Compensation and Benefits*

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A. PHILIP RANDOLPH INSTITUTE



This position is managed under a collective bargaining agreement and is unionized. Compensation is competitive, and benefits include health care, a defined benefit pension plan, and PTO. Paying union dues is a requirement of the position.

*No phone inquiries please. Applications due to [info@pittsburghapri.org](mailto:info@pittsburghapri.org) by 5:00PM May 12, 2017.*