



**JOB DESCRIPTION
DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

Job Description Title: Communications and Development Coordinator	Department/Program: Development
Reports To (Title): CEO	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full-Time
Prepared By: Human Resources	Revision Date: March 2026

JOB SUMMARY

The Communications and Development Coordinator will implement HRDC’s Communications Strategy and Social Media Guidelines, develops brand awareness, generate inbound traffic and encourage donor relations through media venues. Responsible for the research, solicitation, writing and preparation of agency-wide grant proposals from private and public sources. Promotes stewardship with grant funders. Supports the development, planning, and implementation of fundraising activities. Must be comfortable representing Agency at public functions independently. This position requires strong emphasis in web content, digital media, and cultivation of a social media referral networks.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community resources creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Develop media strategies to support agency marketing and program branding and incorporate them into promotional digital and print flyers, posters, and event art. Develop media strategies for significant program/donor announcements.
- Build and distribute press releases, attend community meetings, and respond to media questions/requests. Serve as a spokesperson, when necessary, may represent HRDC, give presentations.
- Administer and monitor all agency social media activities including on community boards, FB, Instagram, and the agency's internal platform; Identify emerging trends and issues; be familiar with all relevant media; develop and maintain appropriate relationships with media and other key groups (e.g., consumer groups, analysts).
- Administer, update and monitor the agency websites.
- Maintain appropriate relationships with media and other key groups, including social media.
- Manage the online calendar, news feeds, video embeds, SEO strategies to increase views.
- Manage HRDC's digital strategies and utilize analytics to improve site visits and social media following.
- Consult, create, and collaborate with internal stakeholders and assist with PR and outreach activities.
- Solicit donations and in-kind requests when required for pertinent events, and complete/forms for tracking and accountability.
- Meet production deadlines for newsletters and agency publications.
- Coordinate and plan agency events with internal stakeholders, providing marketing and outreach strategies and support.
- Maintain staff directory, schedules & forms, and post pertinent daily information on the agency intranet site.
- Organize, coordinate, and direct agency outreach activities at the community level and through social media and agency events.
- Strengthen current community relationships and build new ones with potential sponsors, city officials, civic clubs, nonprofit networks, and others who interact with HRDC.
- Maintain and increase professional and technical skills through education, training, and professional development activities.
- Manage special projects.
- Complete special projects as assigned. Be flexible in assuming new duties and perform other duties assigned and determined to be productive and efficient for the continuing improvement of the agency.
- Coordinate and maintain all correspondence related to grants and program development.
- Develop, write and edit supporting materials for proposals, including talking points and fact sheets for meetings and site visits with funders.
- Develop and maintain ongoing relationships with major donors.
- Track all activities and deadlines associated for grant solicitation and proposals. Analyze and report on performance and efficiency.
- Coordinates closely and maintains on-going communication with the Chief Executive Officer.
- The employee will be required to drive locally, and to out-lying communities.

Additional Knowledge, Skills and Abilities:

- Must be able to function independently and move marketing efforts forward with minimal supervision.
- Possess a keen understanding of social media and viral marketing, and have the ability to communicate with mainstream media.
- Demonstrate proficiency with graphic design software, and understand analytics, and in-house publishing. Be comfortable with digital photography and able to manage a digital library.
- Established administrative platform skills with social media, community boards, and digital platforms.
- Effectively **communicate** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
 - Maintains professional boundaries with participants;
 - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
 - Demonstrates positive and appropriate interactions with coworkers and management.
 - Contributes to a harmonious and productive work environment.
 - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors co-workers to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.
- Strong organizational, listening and communication skills, including both verbal and written are required. The employee must have the ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude. The employee must be a team player to ensure overall program success.

MINIMUM QUALIFICATIONS**Education and Experience:**

Bachelor's degree (B. A.) in Journalism, English, Communications or Public Relations; or alternate combinations of education and experience will be considered. 2-3 years' experience in social media practices for business or voluntary campaigns/marketing is a plus.

Other:

Must possess strong conceptual skills and be adept at juggling multiple projects effectively, under tight deadlines, with little supervision.

Experience or an interest in learning state, federal, local and private grant writing.

Licenses and/or Certifications:

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc. Ability to haul gear to outreach events, set-up/tear-down, walking/standing for long periods of time.

WORK ENVIRONMENT

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature

Date

Supervisor Signature:

Date: