



Empowering Seniors and Caregivers
Senior Helpline 1-800-642-5119

Position: Development and Communications Coordinator

Reports to: Executive Director

Department: Administration

Hours: 40

Status: Exempt

Pay Range: \$25.00-27.00/hr.

Date: 7/1/2026

Approved By: Casey Winterson

Job Function:

The Development and Communications Coordinator will support the Executive Director of Central Vermont Council on Aging (CVCOA) in fundraising and outreach efforts by implementing a comprehensive development plan. Additionally, this role will support the Communications and Development Coordinator in some communication related tasks. This full-time position reports directly to the Executive Director and will work with the Board of Directors, staff and volunteers to increase the impact of the organization's work.

This position offers the ideal opportunity to deepen development/ communications knowledge, skills, and experience while supporting a great cause. CVCOA offers a family-friendly organization with flexible hours. Some weekend work may be required to support fundraising and outreach events.

Essential Functions:

1. Support Executive Director in implementing CVCOA's annual fundraising plan.
2. Prepare and complete town funding requests from 54-town service area.
3. Support the Executive Director in building a robust donor base by building donor profiles for prospective donors.
4. Prepare, organize and implement regular funding appeals to clients, business community and "friends" of CVCOA.
5. Develop and publicize system for bequests and planned giving for CVCOA.
6. Active member of agency/board fundraising committee.
7. Utilize donor software to monitor all donor information; provide and present statistical analysis to board and management.
8. Organize, oversee and attend event-based fundraising opportunities.
9. Support Communications Coordinator as needed in communication related tasks.

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Knowledge, Skills, and Abilities:

1. College Degree or Certificate in relevant field such as public relations, marketing business and/or communications.
2. At least 2 years of experience in Development and/or Communications field, preferably working in the non-profit sector.
3. Excellent oral and written communication skills.
4. Excellent organizational and time management skills.
5. Highly developed interpersonal, networking, and rapport-building skills with boards, community members, media representatives and volunteers.
6. Computer skills including spreadsheets, publishing and editing software, MS Office Suite. Ability to learn database systems quickly.
7. Experience and familiarity with using social networking.
8. Familiarity with local donor community is preferred.
9. Experience with data entry and reports.
10. Experience with donor database management software (such as Network for Good) and email marketing (such as MailChimp) helpful.
11. Ability to maintain confidentiality.

Physical Demands:

1. Ability to travel within 3-county area necessary.
2. Ability to collect signatures in cold and/or adverse weather.
3. Ability to lift up to 25 pounds- event/communications materials.

Mental Demands:

1. Ability to prioritize and multi-task.
2. Ability to work independently without daily supervision.
3. Self-motivator.

Working conditions:

1. Office is climate controlled but may experience fluctuations in temperature.
2. In person office required, hybrid options



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Employee Acknowledgement:

1. I have received a copy of this job description and have been given the opportunity to ask any questions that I have pertaining to it.
2. I understand that my job title and duties are subject to change by my employer at any time.
3. I fully understand the duties of the role described in this job description and agree with the roles and responsibilities outlined therein.

I understand that my signature below indicates that I have read and understood the above statements.

_____ (Print Name)

_____ (Signature)

_____ (Date)