



Autism Society

Greater Wisconsin

Development & Communications Coordinator

The Autism Society of Greater Wisconsin (ASGW) is a non-profit organization serving the Autism community in a 53 county service area. With a mission of creating connections, empowering everyone in the Autism community with the resources needed to live fully, the Autism Society of Greater Wisconsin provides services to the Autism community through 5 core program areas: Support, Education, Advocacy, Information & Referral, and Community Outreach.

The Development & Communications Coordinator will report to the Executive Director and will work in partnership with the Office Manager, Program Manager, and Board of Directors to grow awareness and support of the organization's mission and programs throughout our 53-county service area. This position will coordinate the organization's fundraising, development, and communications efforts. The ideal candidate will be creative, self-motivated, collaborative and will have strong communication and relationship management skills.

Key Responsibilities:

- Assist with the development and execution of an annual fundraising plan in alignment with the organizational strategic plan.
- Establish and cultivate relationships with community partners, businesses, donors, and community funders.
- Coordinate grant activities, including researching grant opportunities, writing/submitting grant applications, and preparing grant reports.
- Develop, coordinate, and manage sponsorship packages for major events and programs.
- Coordinate the sponsorship, exhibition, and advertising opportunities for the Autism Society of Greater Wisconsin's Annual Conference.
- Support the Autism Society of Greater Wisconsin's local chapter network with development & fundraising efforts.
- Assist with the development of marketing materials related to fundraising events as needed.
- Coordinate the planning and execution of fundraising events, including a golf outing and virtual race.
- Effectively identify, cultivate, solicit, and steward donors at all levels.
- Coordinate and grow activities through the Connections Club, a new monthly giving program.
- Accurately update and maintain ASGW's donor database through Blackbaud Altru.
- Write and/or review a variety of content to support communications and marketing efforts including email communications, blog articles, website copy, press releases, impact reports, etc.



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- Engage with the Autism community to assist in developing communications and storytelling, especially as related to community impact.
- Assist with the management and development of social media content on Facebook, Instagram, LinkedIn, etc.
- Provide support for programs, marketing, and other related activities as needed.

Desired Skills/Abilities

- Bachelor's Degree in a related field; Marketing, Nonprofit Leadership, Communications, etc.
- Previous volunteer or professional experience with fundraising.
- Experience and proficiency with commonly used software; Google Suite, Microsoft, Canva.
- Excellent written and oral communication skills and relationship-building skills.
- Experience with donor management software, like Blackbaud Altru.
- Excellent organizational skills and time management skills.
- Ability to compile data accurately.
- Ability to effectively collaborate with other staff in a team-oriented environment.
- Knowledge and experience within the Autism community.
- Flexibility, creativity, initiative, and strong problem solving skills.
- Some regional and statewide travel is required. Must be willing and able to travel regionally and statewide.

Benefits:

- Paid Time Off
- Paid Holidays
- Flexible Schedule
- Hybrid Work Arrangement Possible
- 401K with Employer Match

The Development & Communications Coordinator is a salaried .875 FTE (35 hours/per week) with a salary range of \$17 - \$20/hour based on experience. Working hours are flexible and a hybrid working arrangement is possible, with a minimum of 1-2 days per week in the Menasha office.

To apply, please send a [cover letter and resume](#) to:

Kirsten Cooper, Executive Director at kcooper@autismgreaterwi.org