

INDIANA COALITION AGAINST DOMESTIC VIOLENCE
JOB DESCRIPTION
COORDINATOR OF COMMUNICATIONS AND SPECIAL EVENTS

REPORTS TO: Associate Director

SUPERVISES: Not Applicable

PRIMARY RESPONSIBILITIES:

The Coordinator of Communication and Special Events is responsible for leading and managing strategic communications, public relations, relationship with partner organizations as well as supporting the development team in the planning and implementation of special events for the organization including the annual 5K race, Salute to our Friend, Night at the Races, and Gala, and others identified by the ICADV events committee.

Responsibilities:

1. Lead ICADV's strategic communications and public relations, including:
 - develop, implement, and sustain a communications plan;
 - develop and manage digital content and strategy;
 - develop and manage web content and strategy;
 - develop and manage social media strategy;
 - develop and regularly update messaging materials for ICADV and member programs;
 - oversee production of ICADV products and publications;
 - develop and maintain a database of media contacts throughout the state;
 - coordinate all aspects of ICADV's engagement with the media;
 - provide technical assistance to member programs regarding response to the media;
 - monitor state and local media coverage of domestic violence;
 - develop and maintain a list of PR contacts at member programs;
 - maintain involvement on NNEDV's PR listserv and share relevant information with ICADV staff and membership;
2. Work with the development team to diversify, identify and maintain sustainable funding for ICADV as follows:
 - work with the development staff to plan and implement strategies to include donor solicitation, special events, and product marketing/sales;
 - work with development staff to manage donor relations through Salsa donor platform;
 - work with the development staff to coordinate Board and staff participation in fund development activities;
 - work with development staff to assist in the implementation and evaluation of all special events identified by the Events committee;
 - participate in ICADV board development and events committee meetings.
3. Ensure ICADV's visibility and standing statewide as follows:
 - work with the program coordinators and consultants to develop and implement public relations efforts that position ICADV as the statewide expert on domestic violence issues;

- work with the program coordinators to develop and implement media strategies, both proactive and reactive, and serve as the agency spokesperson or delegate, as appropriate;
 - work with the program coordinators to ensure ICADV narrative is conveyed at domestic violence task forces, workgroups, and committees, and participate in committee meetings as needed.
4. Provide leadership to and participate in ICADV's program work, including:
 - work with leadership team to develop and implement an integrated policy agenda and strategies to implement ICADV's Theory of Change;
 - participate in program activities, as needed, including: training, technical assistance, community education, public policy advocacy, and reviewing publications and products;
 - work with public policy team to publish, disseminate, policy action alerts and agendas to member programs and key stakeholders.
 5. Provide leadership and perform other general ICADV staff duties related to the bi-annual conference, Awareness Days, and other duties as assigned.
 6. Participate in domestic violence, equity, and anti-oppression activities and trainings and perform all work in a culturally responsive manner consistent with ICADV's mission.

QUALIFICATIONS:

1. A Degree from an accredited university in applicable field, or equivalent experience.
2. Knowledge of IPV, Sexual Assault, Stalking, Human Trafficking.
3. Excellent written and oral communication skills with a mastery of AP style.
4. Proficiency in Microsoft Office products (Word, Excel, PowerPoint)
5. Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator, etc)
6. Knowledge in HTML, WordPress and web-based programming.
7. Experience organizing and planning special events
8. Experience developing and implementing community campaigns; working with media; and creating marketing materials.
9. Is committed to equity, economic justice, social and racial justice.
10. Possesses strong organizational skills enabling the management of multiple program initiatives.
11. Access to transportation and the ability to travel statewide and nationally.
12. Ability to work flexible hours including evenings and weekends.

EMPLOYMENT STATUS: full-time

CLASSIFICATION: Exempt

SALARY RANGE: Commensurate with experience

EOE