



1120 N Charles Street,  
Suite 300  
Baltimore, MD 21202  
USA

[www.iss-usa.org](http://www.iss-usa.org)

### ***Development and Communications Coordinator Position Description***

**International Social Service - USA** is an international social service agency whose mission is to mobilize a domestic and international network of legal and social work professionals to efficiently connect vulnerable children, adults and families, who are separated by international borders, to the services and support they need. For more information, visit [www.iss-usa.org](http://www.iss-usa.org).

#### **Position Overview:**

International Social Service is seeking a motivated, organized, and detail-oriented Development & Communications Coordinator to join the team. This role will be responsible for a range of fundraising, communications/marketing, grant writing, and event planning initiatives to build brand awareness, increase revenue, and enhance visibility of our organization. Reporting directly to the Executive Director, the Development & Communications Coordinator will work independently and collaboratively to support the implementation of strategic plans.

#### **Responsibilities**

- Work with the Executive Director, Board of Directors, and Board of Directors Development Committee to carry out fundraising plans
- Conduct research on funding opportunities
- Write grants and proposals to support programs and special events
- Serve as the main contact for individual and major donors
- Manage website and blog analytics and search engine optimization
- Draft donor solicitation letters and other fundraising materials
- Increase organizational exposure by managing a social media strategy, creating content across social media channels, and analyzing traffic
- Produce print and web-based material, including monthly e-newsletters, annual reports, flyers, and event tools
- Plan and manage in-person and online fundraising events including promotion, online registration, logistical planning, and sponsorship solicitation
- Maintain and update the website, donor database (Donor Perfect), donation software (Give Direct), blog and email marketing software (Constant Contact)
- Represent ISS-USA at networking and other professional events
- Some administrative support of the executive director
- All other duties as assigned

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### **Qualifications**

- Demonstrated experience raising funds from, and building relationships with, individuals, corporations, foundations and government entities
- Experience writing grants and/or proposals a plus
- Experience and/or interest in developing marketing materials
- Outstanding written, oral and interpersonal communications skills
- Knowledge of a broad range of social media platforms and analytics
- Event planning and management experience preferred
- Ability to work collaboratively with a broad range of external and internal partners
- Highly effective organizational and time management skills

### **How to Apply:**

Please send a cover letter, resume and writing sample to Marie Blum, Senior Development and Communications Officer at [communications@iss-usa.org](mailto:communications@iss-usa.org).



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