



Fundraising & Marketing Coordinator, Post 53

Status: Part-Time, Non-Exempt

Hours: 20-25 hours per week

Reports to: Executive Director

Works closely with: Board Director of Marketing & Development, marketing consultant, and student communications officers

Location: Hybrid - approximately 70% onsite at Post 53 headquarters in Darien, Connecticut, and 30% remote, based on organizational needs

About the Role

Post 53 is seeking a detail-oriented and collaborative individual to support the organization's fundraising arm. This role is central to keeping our fundraising engine running smoothly from maintaining accurate donor records to executing events, communications, and our annual appeal. The ideal candidate is organized, tech-comfortable, and enjoys wearing multiple hats across donor data, events, community relations and marketing.

This is a great opportunity for someone who wants hands-on experience across the full fundraising cycle in a small yet exciting, nonprofit environment.

Key Responsibilities

Donor Database & Gift Administration (30%)

- Maintain accurate and up-to-date donor records in donor software system, including gift entry, constituent updates, and pledge tracking
- Process donations and ensure timely, accurate gift acknowledgment and tax receipt letters
- Generate donor reports, lists, and queries to support solicitation, stewardship, and board reporting



- Monitor data hygiene and flag/resolve duplicate or incomplete records
- Track donation categories with Accountant (e.g. Restricted versus others)

Annual Appeal (25%)

- Collaborate with the marketing consultant to plan and execute the annual appeal by preparing mailing lists, segmenting donors, creating campaign graphics in Canva, and building email communications in Constant Contact
- Coordinate printing and mailing of appeal materials, including managing the Board's personalized appeal letter process.
- Track campaign results and manage post-appeal acknowledgments and reporting.

Marketing Materials & Donor Communications (15%)

- Collaborate with the marketing consultant to produce donor newsletters and email campaigns in Constant Contact, including copy, graphic design, layout, scheduling, and distribution.
- Maintain and segment email lists in coordination with Givebutter donor records.
- Maintain current organizational information and marketing materials across print and digital platforms, including limited WordPress website updates.
- Coordinate the production and reordering of letterhead, envelopes, brochures, rack cards, posters, lawn signs, event signage, and other promotional materials.

Fundraising Events (15%)

- Manage event registration, ticketing, and donation pages using Give Butter
- Reconcile event revenue and donor data via donor platform
- Assist with event materials, signage, and communications
- Support smaller “give back” community events throughout the year

Community Outreach (5%)

- Develop relationships with local schools, civic organizations, businesses, senior communities, and nonprofit partners.
- Work with volunteers to promote organizational events through community calendars, schools, and community organizations.

General Administrative Support (5%)

- Provide general administrative support related to marketing and fundraising activities



- Manage and maintain documents, spreadsheets, shared files, calendars, and digital photo libraries using Google Workspace (Docs, Sheets, Drive, Calendar, and Photos).
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Qualifications

- Background in nonprofit fundraising
 - Experience with donor database software
 - Working knowledge of email platforms (e.g. Constant Contact)
 - Familiarity with event/fundraising platforms (e.g. Give Butter)
 - Familiarity with WordPress (website editing)
 - Comfortable working in Canva or a comparable design tool
 - Strong command of Google Workspace (Docs, Sheets, Slides, Drive)
 - Comfortable using AI tools to support writing and productivity
 - Track record creating content for social platforms (Instagram, Facebook, LinkedIn)
 - Excellent attention to detail and accuracy with data
 - Strong written communication skills
 - Able to juggle multiple projects and deadlines independently
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Preferred Qualities

- Genuine interest in the organization's mission and the nonprofit sector
 - Background supporting event logistics
 - Thrives in a small-team environment where responsibilities shift based on need
 - Comfortable working across a wide range of stakeholders including high school and adult EMTs, Board of Directors, volunteers, staff, consultants, and outside vendors
 - Willing to call donors and community partners
 - Enjoys project management
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Compensation & Benefits

- **Hourly Rate:** \$35-\$50 based on experience
- **Schedule:** 25 hours/week; some flexibility in scheduling, with occasional evening/weekend hours for events
- **Benefits:** This part-time position is not benefits-eligible.



To Apply

Please submit a resume and brief cover letter to Post 53's Executive Director, Joe Larcheveque at jlarcheveque@post53.org. Applications will be reviewed on a rolling basis.

About Post 53

Post 53 provides emergency medical services to the Darien community at the highest level of excellence, using Darien High School students and adult volunteers. Our members are committed to achieving and maintaining the highest level of training and skill in providing pre-hospital care and transport. Darien EMS-Post 53 consists of a dedicated team of young adults and adult advisors led by an Executive Director, along with annually elected officers and a volunteer Board of Directors.

Post 53 is an equal opportunity organization and employer that is committed to diversity, equity, inclusion, and a strong sense of belonging. Post 53 prohibits discrimination against any person or group of persons on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, pregnancy, sexual orientation, status as a veteran, status as a victim of domestic violence, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless such disability, even with reasonable accommodation, prevents the applicant from being able to perform the work involved, or in any manner prohibited by the laws of the United States or of the State of Connecticut. Further, Post 53 will not retaliate against or condone retaliation against any person or group of persons who oppose actions, treatment, or conduct that they believe to be discriminatory.