



Position: **Development Communications Coordinator**
Type of Employment: Full-time, Non-Exempt
Reports to: Assistant Director of Development Services
Location: Wisconsin Historical Foundation, Madison, Wisconsin
Position eligible for hybrid remote work.

The Wisconsin Historical Foundation is seeking a passionate communications professional and storyteller to share the mission, impact and value of the Wisconsin Historical Society with donors and key stakeholders. Join our dynamic fundraising team to help highlight the exciting work of the Society.

Who We Are:

The Wisconsin Historical Foundation exists to support the Wisconsin Historical Society and further its mission, vision, and values:

- Mission: The Society connects people to the past by collecting, preserving and sharing stories.
- Vision: Enriching and transforming lives through unparalleled access to history.
- Values: We believe that increasing the public's knowledge of history has profound societal, cultural and economic benefit.

As a 501(c)(3) tax-exempt organization, the Foundation receives grants and private contributions benefiting the Society, administers the membership program, and provides marketing and communications services for the Society.

Position Description

The **Development Communications Coordinator** supports the communication efforts of the Wisconsin Historical Foundation and the Wisconsin Historical Society by creating content and materials for members, major donors, and other key stakeholders. Through compelling stories and targeted communications, this position helps promote the work of the Society and highlight the generosity and impact of donors.

This position is an active member of the Fundraising Team with frequent collaboration with the Marketing & Communications Team.

Primary Duties

Publications & Content Development (30%)

- Lead content development and writing for the Society and Foundation's Annual Report. Collaborate with the Fundraising Team, Marketing & Communications Team, and Society Divisions to develop and publish agency-wide report for members.
- Serve as regular contributor for *Columns*, the Society's member newsletter, which mails three times annually.

- Develop and write donor features for print publications and digital platforms to promote major capital campaigns and fundraising programs.
- Coordinate and conduct interviews and research to be used in stories, articles, remarks, and presentations targeted to members, major donors, and prospects.
- Draft press releases and social media content to promote grant awards and other donations.

Annual Giving Communications (30%)

- In collaboration with the Annual Giving Director, develop and write print and digital solicitations for member audiences including annual appeals, renewals, and acquisitions.
- Develop, write, and manage the monthly email newsletter to Society members in collaboration with the Annual Giving Director and Marketing & Communications Team.
- Support development of materials for major membership campaigns including Giving Tuesday, Giving Day, Member Month, and Gift Membership Promotions.

Campaign & Fundraising Communications (30%)

- Create regular newsletters and updates for major campaigns and fundraising priorities including the Campaign for a New Wisconsin History Center and Circus World.
- Create promotional materials for the Planned Giving program including magazine ads and postcards featuring Planned Giving donors.
- Develop and maintain library of meeting materials for major campaigns and projects including one-sheets, booklets, and other collateral.
- Provide design and layout support for fundraising materials including event invitations, solicitation letters, and other collateral. Follow brand guidelines, available templates and coordinate with Senior Graphic Designer.
- Support development and review of other fundraising communications materials under the direction of the Assistant Director of Development Services.

Cross-Functional Communications & Support (10%)

- Collaborate with Marketing & Communications team on content development and review for cross-functional projects including press releases for major fundraising projects.
- Review and/or proofread press releases, publications, and other written materials.
- Develop targeted materials for Legislators and other key stakeholders, as needed.

Qualifications

You are a superb storyteller and detail-oriented communications professional with a knack for writing for a target audience. You are curious and can synthesize various source information to find unique and meaningful angles for succinct, compelling stories that will appeal to your audience and achieve team goals through communications.

Key qualifications for this position:

- 1-3 years of related experience in a nonprofit communications, development, PR & marketing, journalism, or similar role. Applicants with nonprofit communications experience preferred.

- High degree of professionalism to communicate and build trust with interview subjects including board members, donors, and other key stakeholders.
- Superior written and verbal communication skills with an advanced knowledge of grammar rules and a high degree of proficiency in copyediting and proofreading.
- Motivated and self-sufficient to manage multiple projects and timelines simultaneously. Strong organizational, prioritization, and time management skills.
- Ability to work independently and work collaboratively with colleagues and partners. Willingness to propose creative solutions to feedback and project requests.
- Calm under pressure in a fast-paced environment with the ability to appreciate a sense of fun and enjoyment in the workplace. Ability to adapt to constantly changing environments.
- Proficient use of personal computers and routine software applications including Microsoft Office Suite.
- Proficiency in Adobe InDesign to update text, images, and layouts of templates and create basic document layouts following brand guidelines.

Other helpful experience (not required):

- Experience writing print and/or digital solicitations or fundraising appeals.
- Experience working with email marketing software.
- Experience with project management tools, including Asana, a plus.

Salary and Benefits

This is a full-time exempt position eligible for the Wisconsin Historical Foundation's benefits package including health, dental and vision insurance; competitive retirement plan including employer match and generous paid time off and paid holiday policy. This position offers a starting compensation \$45,000 dependent upon qualifications and experience and includes participation in the Wisconsin Historical Foundation's annual incentive compensation plan (a board-approved annual bonus program based on team performance and metrics).

Hybrid Workplace

This position is eligible for hybrid or remote work. Schedule to be determined with supervisor upon hire. All Wisconsin Historical Foundation staff are required to attend occasional (8 or more per year) in-person meetings or events in or near Madison, Wisconsin and are responsible for their own commute/travel.

How to Apply

To apply, please send the following items to Erika Flaherty at erika.flaherty@wisconsinhistory.org, or mail them to Wisconsin Historical Foundation, ATTN: Erika Flaherty, 816 State Street, Madison, WI 53706.

- Cover letter
- Detailed resume
- 2-3 writing samples (in PDF format) that demonstrate writing skills related to the stated duties

Applications will be accepted until September 16. Direct inquiries to Erika Flaherty at erika.flaherty@wisconsinhistory.org.

The Wisconsin Historical Foundation, a 501(c)3 non-profit organization, is committed to fostering and promoting values of diversity and equity and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.