



Position: Communications & Development Coordinator
Reports To: Chief Development Officer (CDO)
Position Type: Full-Time, in-person or hybrid option (3 days in-person, 2 days remote)
Compensation: \$40,000-\$50,000 annual salary

InnerCity Weightlifting's mission is to amplify the voice and agency of people who have been most impacted by systemic racism and mass incarceration.

We partner with program participants through case management and careers in and beyond personal training. Individuals are elevated as experts in fitness and the social issues they've lived. ICW is a culture and community in which power dynamics are flipped, social capital is bridged, and new leaders emerge in the fight to combat long-standing inequities.

Position Overview: The Communications & Development Coordinator will support ICW's mission as part of the development team in raising over \$3 million in philanthropic revenue. They will also assist other teams in unifying ICW's approach to widening the personal training and corporate training client base, improving the reach of ICW communications, and identifying areas for collaboration.

The ideal candidate is someone who is passionate about and connected to ICW's mission, can communicate effectively to multiple stakeholders, is organized and detail-oriented to be able to manage multiple concurrent projects, and has a willingness to learn new skills.

Key Responsibilities:

Development

- Support grants throughout the grant lifecycle, including research, letters of intent or applications, reporting, stewardship, and data management
- Assist Development & Events Manager with individual giving, including identification, prospect research, gift processing, data upkeep in the CRM system, and acknowledgement letters
- Produce and maintain data management procedures for development activities
- Communicate with other staff/teams at multiple sites to support cross-team initiatives, such as corporate matching gifts, development meetings, and increasing personal training client donations
- Unify outward-facing communications in collaboration with the Head of Marketing, development team, and other staff

Communications

- Build & execute on yearly marketing plan, including email marketing, website content, and comprehensive social media marketing
- Create and distribute print and digital marketing materials
- Implement creative solutions to reaching more clients, donors, and community members in Boston, Chicago, and beyond
- Manage ICW's social media platforms with supervision from the Head of Marketing

Preferred Qualifications:

- 0-2 years experience in development/marketing role, working for a nonprofit, or related experience
- Strong interest in the ICW mission
- Exceptional communication skills, both written and verbal, to a wide variety of audiences
- Ability to juggle multiple concurrent projects with hard deadlines
- Experience with social media platform management (Instagram, Facebook, LinkedIn, TikTok, and more)
- Experience using a CRM or fundraising tools and/or experience with data management
- Experience with email marketing tools
- Experience with Canva or other graphic design software
- Project management skills, including communication, collaboration, time management, and organization
- Experience with Google products

Benefits:

- A partially matching SIMPLE IRA retirement plan
- Health insurance reimbursement up to \$250/month for individuals; up to \$500/month for 1+ dependents
- Free 3rd party support in identifying an independent health insurance plan that best fits your needs
- 15 days paid vacation for years 1 and 2 of employment, and 20 days for years 3+ of employment (5 days/year for part-time employees); see Employee Handbook for full list of additional paid holidays
- 10 days of paid sick leave per year (5 days/year for part-time employees)
- Free use of gym spaces at any hour
- Free access to mental health resource coordinator
- Year-round “summer Fridays”; closing at 2pm

ICW values a diverse workplace and strongly encourages people of color, women, LGBTQ+ individuals, returning citizens, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. ICW is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

To apply, please visit our [careers page](#).

Applicants who are selected to move to the next stage will be asked to complete a short writing task on a deadline.