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## Development and Communications Coordinator

### *Racquet Up Detroit*

Racquet Up Detroit is an out-of-school youth development program which uses the sport of squash, in combination with academic tutoring, literacy development, fitness education, community service, and mentoring to make a lasting positive impact on the lives of Detroit public school students. Founded in 2010 through a collaboration with the Squash and Education Alliance (SEA), Racquet Up works with over one hundred 5<sup>th</sup> through 12<sup>th</sup> grade students and 25 post-secondary graduates.

The organization is currently seeking an experienced development and communications professional to fill a full-time role beginning as soon as possible. The Development and Communications Coordinator will report to the Development Director and CEO.

Responsibilities and expectations include, but are not limited to:

- Help develop and write grant proposals and grant reports in collaboration with Development Director
- Process and manage donor data, donor recognition, and donor communications
- Produce data reports and analysis of fundraising activities
- Research possible funding opportunities and make recommendations to Development Director and CEO
- Manage the Racquet Up website, including regular content changes and posts
- Coordinate content on social media channels such as Facebook, Twitter and Instagram
- Help to produce publications and print marketing materials, including a twice-yearly newsletter and monthly e-newsletter
- Execute Annual Fund mailing each fall, including coordination with board members and other campaign solicitors
- Plan and implement fundraising events and campaigns, including in-person and online activities
- Support general administration as needed, including financial processes, mailings, and executive office functions

#### Skills and Experience

- Strong writing skills - ability to create clear and concise communications as well as compelling grant proposals
- Attention to detail and experience working with databases
- 3+ years experience in nonprofit fundraising, marketing/PR or a related field
- A track record of producing digital marketing content and managing social media for an organization
- Experience in graphic design/production highly desirable

Racquet Up Detroit is located at 18100 Meyers Road, Detroit, MI, 48235, and will re-locate to its new headquarters at 6530 West Outer Drive, Detroit, in January 2022.

The ideal candidate will be a high-energy, creative, hard-working, self-starter with strong communication, organizational, and interpersonal skills. Interested candidates should send a resume and cover letter highlighting relevant experience to John Hollingsworth, Development Director, as an email attachment to [john@racquetup.org](mailto:john@racquetup.org). No phone calls please. Learn more at [www.racquetup.org](http://www.racquetup.org).

*Racquet Up Detroit is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, ethnicity, religion, sex, national origin, sexual orientation, disability, or veteran status. International candidates are welcome to apply.*