

**NEIGHBORHOOD DEVELOPMENT CENTER (NDC)  
TEMPORARY CAMPAIGN COMMUNICATIONS COORDINATOR**

**TITLE:** Temporary Part-Time Campaign Communications Coordinator

**REPORTS TO:** Director of Development and Communications

**Organization Overview:**

The Neighborhood Development Center (NDC) is a non-profit, community development financial institution providing integrated business services so that entrepreneurs can start and grow businesses that enrich their economic and social fabric and revitalize neighborhood economies. NDC is a thriving organization with 28 employees and an ever-expanding mission to provide more services in more neighborhoods. As a nationally recognized model of community development done right, NDC's programs have trained more than 5,500 low-income neighborhood residents develop a business plans. Currently more than 650 are open for business, employing over 2,750 people at an average wage of \$12 an hour. Disadvantaged entrepreneurs have gotten a shot at prosperity while the quality of life in their neighborhoods has increased.

NDC mission is to build neighborhood economies from within. NDC builds strong entrepreneurs. Entrepreneurs build strong neighborhoods. More information at [www.ndc-mn.org](http://www.ndc-mn.org).

**Skills Required:**

The position requires excellent communication skills and the ability to relate to a large number of persons. Excellent customer service, attention to detail, data entry and computer skills are required and general knowledge of good office practices is needed. A strong, but friendly, telephone personality is also required. This position should be filled with a person who has a minimum of two years college and five years working experience in an office environment.

**Knowledge:**

The position requires knowledge of all business machines and technological tools including computer, copier, and proficient in Microsoft Office, Google Suite, contact databases, and a variety of digital tools. A general knowledge of Neighborhood Development Center, the Twin Cities and philanthropy in the area is helpful. The position requires a self-starter who will learn the organizations programs, values, and the relationship between the organization and the community.

**Responsibilities:**

This position is responsible for the direct communications of the capital campaign. Specific responsibilities include organizing and scheduling donor meetings, and general office functions.

**Duties:**

- Schedule foundation calls and meetings for the campaign
- Schedule individual donor meetings
- Assist Director of Development & Communications write prep materials for all meetings
- Work with Administrative Assistant on large mailings and packet assembly

- Create and update meeting calendar and ensure department staff are aware of all meetings
- Assist with updating spreadsheets
- Support with event planning
- Coordinate entrepreneur involvement in events and meeting

To apply, please send cover letter and resume to [HR@ndc-mn.org](mailto:HR@ndc-mn.org) or mail to NDC, Human Resources, 663 University Avenue W, Suite 200, St. Paul, MN 55104.