

New Hope, Inc. – Job Description

POSITION: Development & Communications Associate
DEPARTMENT: Development & Communications Department
REPORTS TO: VP of Development & Communications

Status: Non-Exempt
Hours: 35 hours/week

SCOPE OF WORK:

Under the supervision of the Vice President of Development and Communications, the Development & Communications Associate will coordinate agency fundraising and community events, promote agency, and assist with the annual fund appeals. Assist in managing and developing community relations with donors, volunteers and other agencies. Manage the donor database including data entry, running reports, and updating data to maintain accuracy. **It is expected that the Development & Communications Associate's job performance will incorporate the practice and promotion of New Hope's core values, which include respect, teamwork, empowerment and professionalism.**

PRIMARY DUTIES:

- Responsible for assisting the Development & Communications Department with all aspects of New Hope's development/events/marketing activities.
- Manage website and all social media activity.
- Create and develop marketing materials for New Hope events and activities including flyers, invitations, posters, brochures, program books, graphics for social media, and other outreach materials.
- Responsible for agency external communication including: Constant Contact quarterly e-newsletters, bi-annual Newsletter, promoting of fundraising and community events.
- Manage grant pipeline, research and assist with grant writing. Tasks include updating files, researching new potential grant opportunities, assist with completing grant submissions and mailing packets, maintaining grant receipts in the database, researching facts and statistics.
- Responsible for assisting and coordinating agency events. Tasks include securing auction/raffle items, sponsorships, preparing event mailings, all logistics involved in the event. On event days, set up and clean up help will be expected.
- Maintain and update the agency database (Raisers Edge NXT), including inputting data, managing donor files, as well as expanding the mailing list, especially with emails.
- Perform basic administrative tasks as required (i.e. answering the phone, copying, entering computer/statistical data, writing correspondence, etc.).
- Other duties as assigned and required by the Vice President of Development and Communications and/or Senior Management.

SKILLS AND ABILITIES:

- Must work with the Vice President of Development and Communications to achieve annual fundraising goals.
 - Ability to multi-task in a high paced environment.
 - Strong interpersonal, organizational, and administrative skills, while demonstrating attention to detail.
 - Excellent verbal communication skills, and outgoing demeanor.
 - Excellent writing, editing, and design skills.
 - Ability to communicate effectively, professionally and with sensitivity to related constituencies, including agency staff, Board Members, donors, volunteers/interns, and the public.
 - Self-motivated, self-reliant, dependable, and able to work in a team-oriented environment.
 - Computer skills, including Microsoft Office (Word, Excel, PowerPoint, Publisher), Word Press, Adobe, Outlook, Constant Contact, Facebook, Twitter, Instagram, and Canva.
 - Ability to work some nights and weekends depending on fundraising and community events.
 - Valid driver's license and dependable transportation.
 - Ability to enter non-handicapped-accessible buildings.
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EDUCATION & EXPERIENCE:

- Bachelors degree or work experience equivalence
- Previous fundraising, event planning, marketing and writing experience preferred.
- Bilingual helpful

At New Hope we celebrate diversity and are committed to creating an inclusive environment for all employees. We strive to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals living with disabilities.

New Hope's goal is to increase representation of women, people of color, LGBTQIA+, veterans and persons living with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.

