



Development and Communication Associate

Posted 11/3/2015. Open until filled.

Home Repair Resource Center is seeking qualified applicants for the part-time position of Development and Communication Associate. This position is responsible for day-to-day management of HRRC's fundraising and development records and campaigns, and for planning, coordinating and implementing HRRC's outreach, communications, and marketing. It is a half-time position of 20 hours/week, with potential for growth after the first year. The Development and Communication Associate reports to the Executive Director.

Home Repair Resource Center (HRRC) is an established nonprofit organization based in Cleveland Heights, Ohio, with a strong history of over 40 years of empowering homeowners to maintain their homes in support of sustainable and diverse neighborhoods. HRRC's programs use public funds, individual donations and corporate and foundation grants to assist owners of older housing in the Greater Cleveland area.

Essential Job Responsibilities

Donor Management

- Receiving, processing, tracking and reporting donations and contributions using HRRC's fundraising database (DonorPro),
- Coordination and production of donor/funder acknowledgments and communications
- Maintaining, managing, and producing reports on donor records,
- Assisting Executive Director and Board in planning, preparation and execution of multiple annual fundraising campaigns,
- Assisting Executive Director and Board with planning and coordinating fundraising events; serving as point of contact for event planning, marketing, sponsorship, ticketing, and implementation,
- Coordinating and production of fundraising materials, letters, emails, and other forms of outreach to donors and potential donors,
- Assisting the Executive Director in planning and scheduling donor meetings and outreach, and
- Performing administrative tasks, as required to fulfill development objectives.

Communication

- Working with Executive Director, staff, and organizational advisors to create and implement communications goals and strategies. Managing and distributing regular email newsletter(s), including content creation, layout, connection to social media, scheduling and other tasks as needed,
- General content creation and coordination for marketing, communication, and fundraising purposes, in cooperation with program staff and the Executive Director,
- Web site maintenance, content updates, and planning,

- Social media posting and engagement on multiple platforms,
- Managing and coordinating a consistent appearance for HRRC informational and marketing materials,
- Taking or arranging for photos of programs, events, projects, and other HRRC activities to be used in information, educational, marketing, fundraising and other materials,
- Writing (independently and with program staff collaboration) and submitting/posting of articles/blog posts/columns and other content for local media outlets and community publications as part of the organization's communication strategy,
- Assessing effectiveness and impact of communications strategies, tools, and campaigns,
- Working with the Executive Director and staff on the planning, coordination, and presentation of educational and information events offered throughout the year.
- Assisting in grant writing and other funding proposals, and
- Performing administrative tasks, as required to fulfill communication objectives.

Position Requirements

- Desire to embrace mission and values of HRRC.
- Excellent people skills and experience working with diverse populations.
- Energetic, outgoing, and positive, with the ability to work effectively as a member of a team.
- Strong written and verbal communication skills.
- Experience and confidence in speaking to individuals and groups.
- Strong organization and project management skills, including planning, prioritization, and a demonstrated ability to handle multiple concurrent projects.
- Proficiency in standard business applications is required (Microsoft Windows and Office, email, web, social media, fundraising databases, etc...).
- Experience in using technology for data tracking and management.
- Enthusiasm for learning new skills.
- Ability to work occasional evening and weekend hours to assist with events and other programming.
- Bachelor's degree or higher in a related field.
- Grant-writing experience strongly preferred.

Home Repair Resource Center is an equal opportunity employer. HRRC is committed to reasonably accommodating qualified persons with disabilities to enable them to perform the essential duties of this position.

While every effort has been made to make this position description as complete as possible, it should in no way be taken that these stated duties are the only duties that the Development and Communication Associate will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work task is similar or related to the position in any way.

Compensation is commensurate with experience and skills.

Interested candidates should submit a resume and a detailed cover letter describing their alignment with the qualifications outlined above. All applications must be received electronically and should be sent to resumes@hrrc-ch.org. No telephone calls, please.