

Development Communications Officer/Associate

The Development Communications Officer/Associate will be responsible for creating and implementing a development communications strategy supporting our mission objectives of building affordable homes and strengthening communities. The Officer/Associate will also manage key aspects of client software management and client experience at our annual fundraising event, Art on the Avenue, as well as communications for events, special projects, and sponsor recognition throughout the year.

The Officer/Associate will engage in strategic planning of fund development and communication activities and address how to best utilize resources, address problems, and take advantage of opportunities to heighten the reputation, outreach, and fund development of Avenue CDC.

The Officer/Associate will also assist in other department activities as needed.

About Avenue

Avenue is a dynamic, award-winning non-profit organization dedicated to improving our Houston community by building affordable homes and strengthening communities. In the last 25 years, Avenue has helped revitalize communities by leveraging more than \$98 million in investments, including the development of 168 single-family homes, 715 rental units, and 140,000 sq. feet of commercial space.

Avenue CDC offers competitive compensation plans and benefits.

Overview

Avenue CDC is seeking a development communications professional with a strong track record and proven abilities in development communication and partnership/donor relationship management. This person must be committed to learning and communicating effectively about affordable housing, community revitalization, and related topics germane to our mission.

This is a full-time, exempt position that reports to the Director of Fund Development and Communication, and is supported by the Development Coordinator in administrative and other duties.

Depending on the successful candidate's experience, this role will be defined as either an "Officer" or "Associate" position.

Responsibilities:

- Interface with our PR consultancy to develop and execute an annual editorial calendar, including media & press releases, social media posts, event publicity and support for Art on the Avenue.
- Curate social media, website, blog, including creating copy and creative elements.
- Manage Dropbox with photos and marketing documents.
- Contribute to project team that will update current website format; implement changes.
- Plan and implement annual calendar of bi-monthly newsletter and e-news blasts, including all content (resident stories, photos, program updates, milestones)
- Capture resident and partner stories for PR and grant writing purposes through coordination with internal stakeholders and third parties.

- Ensure integrity of data in CRM software(Bloomerang) based on accurate categorization and upkeep of data, prepare all mail lists for different events and donor mailings based on accurate categorization and upkeep of data files.
- Coordinate internally to track and publicize newsworthy activities, such as: groundbreakings, ribbon cuttings, big check photo ops, volunteer activities, etc.
- Responsible for auction management software, events consultant and event webpage; coordinate data entry to Bloomerang. Ensure accurate intake of ticketholders and sponsors via designated event software.
- Contribute at Art on the Avenue committee meetings and follow up with members on action items. Track online, print, and other communication deadlines for the event.
- Responsible for ticketholder and sponsor experience vis-à-vis check-in/checkout, recognition, and communication
- Lead informational tours of Avenue CDC projects and communities to prospective and actual donors and the press. Prepare press/informational packets and invitations.
- Project manage annual report, gala invitation and other marketing collateral. Interface with designers as required.
- Create donor affinity program, accurately upkeep sponsor recognition on website and in event and organizational materials
- Create monthly fundraising database reports as needed.

Preferred Qualifications and Characteristics

A Bachelor's degree and 3+ years of related experience in development and/or communications with nonprofits preferred.

Experience in individual goal setting and achievement.

Experience in donor, vendor and/or partnership relationship management.

Experience developing and maintaining donor database and marketing/ mailing lists.

Excellent writing, communication, and organizational skills.

Accurate data-tracking and file management skills.

Ability to work independently on multiple tasks as well as manage long- and short-term assignments simultaneously.

Interest in the mission and work of Avenue CDC, and ability to communicate this interest to donors.

Ability to work collaboratively with staff to achieve desired outcomes.

Strong computer skills, including knowledge of Excel, PowerPoint, Word, donor management software and Web research techniques. Graphic design/publishing software a strong plus.

Enjoys being part of a small team and pitching in as required.

Ability to positively interact with a diverse range of individuals and organizations, including foundations, public agencies, corporate leaders, community development organizations and neighborhood residents.

Valid driver's license.

This is a full-time, exempt position reporting directly to the Director of Fund Development and Communication.

To Apply:

Qualified candidates should send a resume, cover letter, writing sample and at least three professional references, VIA E-MAIL to: employment@avenuecdc.org

Please type "Development Communications Officer/Associate" in the subject line of the e-mail.

ONLY E-MAIL APPLICATIONS WILL BE ACCEPTED - No Phone Calls Please