



Dorothy Day House

keeping homeless families together

Position: Development and Communications Coordinator

Reports to: Development and Communications Director

Status: 35-40 hours per week

Salary: \$40,000

Benefits: Health Reimbursement Account of \$500/month, cell phone reimbursement of \$40/month, and 10 holidays. Flexible personal time off, and employee is expected to take at least another 10 days off.

Overview: The Development and Communications Coordinator is responsible for all event fundraising and communications activities, and also, fundraising with DDH donors and prospects in collaboration with the Development and Communications Director, Executive Director, Board of Directors, and supporting agencies.

Qualifications

- Bachelor's degree **and/or** one to three years of related experience
- Genuine understanding of and commitment to the mission of the Dorothy Day House
- Excellent interpersonal communications, public speaking, and writing skills
- Creativity and interest in graphic design, content creation, and social media
- Ability to develop, organize, and implement plans and processes to achieve goals
- Flexibility, including availability for evening and weekend activities
- Expertise in multi-levels of technology, including Microsoft Suite, Canva, Constant Contact, Square Space, Social Media platforms, and eTapestry/Raiser's Edge NXT.
- Reliable transportation and valid driver's license
- Frequent and extended periods of standing and sitting
- Ability to lift 20+ pounds

Job Responsibilities

Event Planning

- Lead all pre and post event and day-of logistics for special events, including organization events, cultivation and exposure opportunities, and third party run events.
- Create event sponsorship packages and lead the solicitation and securing of sponsorships
- Oversee auction item procurement, set-up and maintain virtual auction website, and distribute auction items post-event
- Organize and manage the invitation, registration and attendee check-in processes
- Prepare for and lead all Event Committee meetings including scheduling of meetings, organizing of meeting materials, note taking, and follow-up correspondence
- In collaboration with the Volunteer Coordinator to develop and assign volunteer roles for events
- In coordination with Director of Development and Executive Director, develop and manage budgets for assigned events
- Design graphics, produce, and/or print all event materials.
- Secure guest speakers and entertainment
- Work with venue to create/revise room layouts/seating arrangements for each event as necessary.

Communication

- Assist the Director of Development with creation and implementation of an annual development and communications plan to support the organization's financial goals
- Write, create, and publish content across several social media platforms and manage content calendar
- Manage SquareSpace website, including updating and creating pages and e-commerce sales as needed
- Assist with creating and sending monthly email newsletter
- In concert with the Development and Communications Director and the Executive Director, manage the printing and the dissemination of brochures and other printed mailing materials
- Update email subscribers in donor database
- Assist in the content production and publishing of the Annual Report
- Develop new projects and campaigns to increase brand awareness in concert with the Development and Communications Director
- Assist with public presentations related to Dorothy Day House and its mission
- Conduct tours of the Dorothy Day House as appropriate

Fundraising

- Raise philanthropic and earned revenue funds required to meet the annual budget
- Conduct prospect research
- Organize all direct mail and social media fundraising strategies
- Plan and implement all DDH fundraising events and campaigns

To apply: Please send cover letter and resume to Tracy Burgess at tburgess@dorothydaymemphis.org.