



DEVELOPMENT & COMMUNICATIONS ASSOCIATE

Development Administration | Social Media

Full-time, 40 hours per week

Salary: \$54,000 - \$58,000 annually

OUR MISSION & MOTIVATION

The Human Impact exists to befriend the homeless, bridge the relational gap, and build long-term community to change lives. We follow Jesus to “His poor” (Mother Teresa). We see God using His power to defend the cause of the vulnerable, marginalized, and oppressed. We want to join Him in this work—using our resources, network, and gifts to care for those He loves.

THE JOB

The Development and Communications Associate is responsible for managing the day-to-day administration of THI’s donor development and communications efforts. This includes data entry, reporting, creating event and campaign webpages and keeping them up to date. The Human Impact is a storytelling organization of friendship, forging relationships between our housed and unhoused friends and building long-term community. We believe that storytelling—visual, graphic, written, and otherwise—is a universal means of connecting people. Part of your job is to help translate these stories onto our social media platforms.

You are an experienced non-profit professional with excellent communication and interpersonal skills. You manage your time well and can move multiple projects and tasks forward simultaneously. You are organized, detail-oriented, and thorough.

RESPONSIBILITIES

Development

- Maintain accuracy and integrity of all constituent and transaction data in Bloomerang Database
- Record and process all donations, as well as manage acknowledgment process, including In-kind gifting and receipting
- Assist in the creation and maintenance of annual Development calendar
- Organize and maintain electronic files in SharePoint Development Folder

- Oversee the creation and updating of all SOPs for Development/Communications tasks
- Manage all logistics of donor mailings done both in-house and through outside printer
- Coordinate all aspects of NTXGD campaign strategy
- Assist Director of Development with the planning, coordinating and execution of fundraising and donor appreciation events

Communications

- Manage inventory of development and marketing materials, e.g. letterhead, thank-you notes, marketing collateral, etc.
- Post content on all social media platforms
- Manage all messaging/communications that come through each social media platform
- Assist with website updates, as needed
- Help manage development/communication assets in Canva
- Spend at least 4-6 hours a month on the streets with Advocates

PREFERRED SKILLS & EXPERIENCE

- Project management skills; demonstrable track record of taking ownership, initiative and responsibility, meeting commitments, being a self-starter and goal oriented
- Detail-oriented and a creative inquisitive thinker
- Demonstrate personal initiative and ability to easily shift focus to respond to changing priorities
- Employ good judgment and be able to work with little supervision
- Proficient in all Microsoft Office products
- Knowledgeable in posting to and managing social media applications
- CRM database management experience
- Website content management systems
- Excellent written and verbal communication skills
- A personal calling to our ministry demonstrated through previous community volunteer work with homeless and/or marginalized
- Pursuing a close and growing relationship as a disciple of Jesus Christ

To Apply

Please email:

- **Cover Letter** (telling us why this is the job for you) and
- **Resume** to jobs@thehumanimpact.org
- Write "Development & Communications Associate" in subject line