



## **Job Announcement**

**Job Title:** Development Associate

### **About Southside Center of Hope**

Southside Center of Hope's mission is to provide a safe and healing community for women to recover from substance use disorders. Our residential program takes a comprehensive approach to recovery, incorporating mental, spiritual, physical wellness, education, skill building and sober leisure activities. Southside Center of Hope is a nonprofit recovery program. For more than 30 years, we have been committed to supporting women in their journey to live clean and sober.

At Southside Center of Hope, we believe investing in our employees and creating a supportive environment is essential and work to foster an environment that cultivates teamwork and collaboration.

Our mission is to eradicate the effects of homelessness and substance use addiction among women with children. Since 1983, Southside Center of Hope has helped thousands of women transform their lives. The organization provides holistic and comprehensive services that include long-term shelter, addiction recovery services, case management and aftercare.

### **Position Overview**

The Development Associate position is responsible for supporting development and marketing to help fundraise and build awareness of Southside Center of Hope. The ideal candidate for this position will have strong organizational and communication skills and will contribute to every aspect of development team activities.

This role has room for creativity and independent motivation. This full-time position is responsible for managing the development calendar and coordinating all marketing activities including social media, website management, and external communications.

### **Responsibilities**

Fundraising and Cultivation (60%)

- Maintain and update database tracking of all donor records including acknowledgment of donations (Kindful);
- Assist with the coordination of all mailings including newsletter (Constant Contact), individual solicitations, invitations to special events, and regular content updates for supporters;
- Coordinate cause-marketing campaigns, and oversee donor and volunteer appreciation/cultivation efforts;

- Manage event logistics, serving as the point of contact for vendors (i.e. catering, venue, printing), supporters and sponsors, volunteers, table sponsors, and attendees;
- Record and track event data and constituent information, including budget information, registration lists, and revenue.

#### Individual Giving and Donor Stewardship (20%)

- Collaborate with the Executive Director on updating and monitoring the annual development calendar to ensure year-round engagement and stewardship of individual donors.
- Corporate and Foundation Relations Support (10%)
- Conduct grant and sponsorship research and prospecting;
- Provide support and preparation of materials for site visits;
- Design and develop sponsor and funder collateral as needed;
- Fulfill sponsorship recognition and benefits, including communications such as social media and press release, signage and merchandise, website updates;
- Assist with program event logistics as requested, including activities such as photography, volunteer management, or communications activities.

#### Operations, Infrastructure, and Other Roles (<10%)

- Manage updates and contributions to website (Wordpress);
- Produce monthly/quarterly email report on agency highlights;
- Coordinate materials for Annual Report for the agency;
- Manage social media strategy with regular posts and engagement tracking;
- Produce standard monthly and quarterly income reports of donation revenue;
- Schedule and attend Development Committee meetings
- Assist the Executive Director with general administrative responsibilities;

#### Qualifications

- Minimum of bachelor's degree and 2 years work experience; preferably in the nonprofit sector.
- Mission and values driven with a strong commitment to women issues;
- Prior experience working with annual funds, direct mail and/or online giving a plus;
- Detail-oriented and proactive approach to managing time-sensitive projects;
- Open to and appreciative of feedback, responsive to direction and coaching;
- Capable communicator with an astute eye for written and visual communication in particular (design or marketing experience, including ability to use design software a plus);
- Computer proficiency including Microsoft Office suite (experience with Kindful, Wordpress a plus);
- Flexible schedule outside of typical working hours, with the ability and willingness to work occasional nights or weekends, as necessary.
- Must have reliable transportation with insurance.

### **Why Join the Southside Center of Hope Team?**

Southside Center of Hope offers all full-time employees:

- PPO health insurance options
- Vision Insurance
- Dental insurance
- Paid vacation and sick days

**To Apply:** Send a cover, letter resume and three professional references to: [info@sscoh.org](mailto:info@sscoh.org) for full consideration.

**Southside Center of Hope is an Equal Opportunity Employer.** No applicant for employment shall be discriminated against because of age, race, color, religion, sex, marital status, national origin, veteran status, or disability. **We maintain a drug free work environment.**