



POSITION TITLE: Development & Communications Associate

REPORTS TO: CEO

SCHEDULE: Full-time (40 hours/week)

ABOUT THE ORGANIZATION: Founded in 2005, Housing Options & Planning Enterprises, Inc. (H.O.P.E.) is a non-profit organization providing the community with comprehensive housing counseling and financial literacy, helping individuals and households acquire the housing that meets their needs.

Our services foster self-sufficiency, sustainable housing, and economic development.

POSITION OVERVIEW: H.O.P.E. seeks a committed, energetic, and resourceful Development & Communications Associate to lead the development and communications efforts to sustain and grow the organization. Collaborating with the Executive Director and the Board, the Associate will develop and drive implementation of a comprehensive fundraising and communication plan to grow the annual budget and further program goals.

RESPONSIBILITIES: Reporting to the Executive Director, the Development & Communications Associate will develop and implement a strategic, comprehensive program to maintain, increase and diversify funding from various sources, and grow community awareness and support of the H.O.P.E. Key responsibilities include, but are not limited to:

- Identifying and cultivating relationships with corporations, foundations, sponsors, donors and supporters, resulting in additional funding support
- Partnering with the Executive Director in managing her role in outreach to grantors, sponsors, donors, and supporters
- Preparing and submitting timely grant applications, proposals, reports, recognitions and acknowledgements
- Assisting with planning and managing a major annual fundraising event and smaller events to secure sponsorships
- Identifying and managing online fundraising initiatives
- Maintaining accurate grant/donor/sponsorship data
- Ensuring all H.O.P.E. communications are consistent with the organization's brand and furthers the organizations goals
- Enhancing and maintaining the organization's online presence through its website and regular social media postings
- Responding to media requests, arrange interviews and issue press releases to promote H.O.P.E. projects, initiatives, events, and successes.



REQUIRED QUALIFICATIONS: A successful candidate must have at least 3 years of experience and proven success with fundraising. She/He will be comfortable with writing grants and proposals, managing website and social media presence, compiling and managing data. The ideal candidate must:

- Have expertise and a proven track record in building and maintaining multiple funding channels
- Have experience fundraising for similar organizations
- Have the ability to develop and oversee communication strategies across various platforms including print, media and online
- Have excellent written and oral communication skills
- Have excellent analytical and research skills
- Have strong interpersonal skills, including the ability to listen effectively
- Have the ability to take directions and propose new ideas
- Demonstrate the ability to prioritize, problem solve, and meet deadlines.
- Demonstrate a strong detail orientation and drive for accuracy,
- Be a passionate self-starter who can work independently as well as collaboratively as needed
- Work well in a small, deadline-driven office environment
- Possess a strong commitment to housing and financial literacy issues

APPLICATION PROCEDURES: Send cover letter, resume, a brief writing sample and salary requirements to opportunities@hopefinancial.org with "Development and Communications Associate - Last Name, First initial" in the subject line. No phone calls, please.

APPLICATION DEADLINE: Based on the volume of applications received, this job posting may be removed prior to the indicated close date.

SALARY: Commensurate with experience and skills.

H.O.P.E. is an Equal Opportunity Employer and does not discriminate because of age, race, gender, religion, national origin, marital status, sexual orientation, gender identity, or disability.
