*Helping others help themselves.*

**Marketing and Development Coordinator**

POSITION SUMMARY: The Marketing and Development Coordinator is a key member of the Development Team and reports to the Chief Marketing and Development Officer. Their primary focus is adding expertise and providing support to the Development Team in carrying out the marketing and fundraising strategy set by the Family Houston Board of Directors. They do that by crafting communication, creating content, and managing the various development and communication systems.

The successful candidate is a highly collaborative professional and has a strong work ethic. They can anticipate work needs and follow through with minimum direction and follow-up on their own initiative.

Reports to: Chief Marketing and Development Officer

**Essential Responsibilities and Duties**

Marketing/Comms

* Thoughtful and prompt email communication
* Help develop marketing collateral that aligns with Family Houston’s voice and branding guidelines
* Maintain org-wide stock of all marketing collateral, ordering as needed
* Design and edit graphics for web and print as needed (this position *does not* serve as the main graphic design support for the team, but will supplement graphic design efforts)
* Manage campaigns and digital marketing initiatives across web, email, social, paid and earned media, meeting deadlines and ensuring uniformity of messaging
* Coordinate, write, execute social media campaigns
* Manage social media editorial calendar
* Respond to online user comments and inquiries
* Provides admin support to the website
* Other duties as required

Development

* Track donor contributions and acknowledgement letters
* Assist the Director of Individual Giving to ensure integrity of the CRM, adding records and updating content as needed
* Supports the annual luncheon and other key fundraising events by getting quotes, liaising with vendors and performing other duties as needed
* Gather necessary content/data from various department and the field to complete campaigns as necessary
* Other duties as required

Position Competencies

* Able to work independently and to be creative and intuitive, all while exercising sound judgement
* Able to manage multiple projects and meet deadlines on time
* High level of detail orientation
* Trustworthy
* Must be able to be productive in an open-office environment
* Able to maintain a professional demeanor under pressure
* Critical thinking; able to offer insightful and concise feedback

Minimum Requirements:

* Bachelor’s degree in communications, marketing, or journalism preferred. Equivalent combinations of education and experience will be considered
* Graphic design skill and experience with Adobe Creative Suite (InDesign esp)
* Some knowledge of CRM systems, specifically Raiser’s Edge
* Exceptional writing ability
* Experience with formatting, reviewing, and proofreading materials for content and grammar
* Knowledge of or experience with Email Solution Providers (MailChimp)
* Experience with digital marketing and a knowledge of SEO best-practices
* Familiarity with WordPress platform

This is a salaried, exempt position with a range of 40,000 - $45,000. Benefits include full medical, dental, and vision benefits, paid time off, short-term and long-term disability and 403b retirement plan.

To Apply: Please send resume to hr@familyhouston.org. In addition, please provide 1-2 writing samples and 2-3 examples of social media content as a .pdf or a .docx file