

Magnificat Houses, Inc. - Development and Communications Assistant

WHO WE ARE: Magnificat Houses, Inc. is a faith-based, non-profit, charitable, 501(c)(3) organization, in adherence with the Federal Internal Revenue Code and chartered by the State of Texas in 1968. Since 1968, Magnificat Houses has provided an alternative to the streets by sheltering, clothing, feeding and providing mental health support and spiritual guidance to men and women as they rebuild their lives in community. We privately operate:

- Residential group homes (16) offering emergency and 90 day Program housing to the homeless
- Accredited Clubhouse providing psycho-social day program to those with mental health challenges
- A large downtown soup kitchen providing meals to the underserved

www.mhihouston.org

SUMMARY/PURPOSE: Magnificat Houses is seeking a full-time Development and Communications Assistant for our business office. This is an entry- to mid-level (up to 2 yrs.) experience in business, marketing or fundraising for a non-profit organization with proven ability to work independently and as a member of a team. We are looking for a self-starter with strong time-management skills who possesses the ability and willingness to learn. This is an ideal position for someone who understands the significance fundraising and public relations/communications efforts have on the operation of a not-for-profit agency. The person will report to both the Director of Development with dotted line to Director of Communications and Director of Finance.

RESPONSIBILITIES:

- Support MHI's faith-based mission, vision, and values
- Coordinate and support the efforts of the Director of Development and Director of Communications
- Represent the organization in a professional manner at all times
- Provide general administrative support and office management responsibilities to ensure the continuous, efficient and smooth operation of the Development and Communications offices
- Event planning, management and support
- Maintain fundraising database activities, including timely gift processing, report generation and tracking
- Assist in the coordination of all fundraising events and projects including the recruitment and management of volunteers
- Coordinate mailings and special events associated with the organization's fundraising and communications activities
- Post agency events to online calendars and news sites; track results
- Proofread and edit copy as produced by Director of Development and Director of Communications
- Support development of materials for fundraising and marketing purposes
- Assist with Grant applications and support
- Secure cost-estimates for printing and/or other collateral materials when necessary
- Support media outreach efforts when needed
- Other tasks as assigned

PRIMARY TASKS:

- Process donations and prepare acknowledgement letters and other correspondence
- Maintain foundation, corporation and individual donor files
- Create monthly fundraising and other database reports as needed
- Assist in maintenance/development of Website and social media sites/presence.
- Coordinate production and mailing of spring and year-end appeals
- Send appropriate documentation to process credits to donors
- Answer donor questions regarding department giving guidelines
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising event

- Handle all administrative details associated with meetings (i.e. prepare and distribute notices, agendas, minutes, etc.)
- Assemble media and donor kits for events and meetings
- Other duties as assigned by the Business office Directors (Development, Communications, and Finance).

EDUCATION and EXPERIENCE

- Bachelor's Degree preferred
- Two (2) years relevant work experience
- Exceptional communication skills, both written and oral
- High level of comfort dealing with various groups of people (i.e. donors, business executives, volunteers, general public)
- Highly skilled in MS Office applications, including MS Excel, Word, and PowerPoint; Salesforce experience a plus
 - Ability to present information concisely and effectively, both verbally and in writing
 - Ability to organize and prioritize work and manage deadlines
 - Ability to work independently
- Ability to manage multiple tasks and meet deadlines
- Strong interpersonal skills
- Ability to respect confidentiality in business office.

Suitable candidates should submit a cover letter, resume, and salary requirement* via email to:

Accounting@MHIHouston.org with Office Manager/Staff Accountant on the subject line.

* Applicants who do not include salary requirement may not be considered.