



JOB OPENING

Title: Fundraising and Communications Associate

Location: Archdiocesan Council Office (2403 Holcombe Blvd, Houston)

We are seeking a flexible, teamwork-oriented Fundraising and Communications Associate. The Fundraising and Communications Associate will assist the Director of Development in branding and implementing ongoing internal and external communications to increase the awareness of the Society in the community and assists in fundraising efforts.

The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul.

Essential Responsibilities

- Build awareness of the Society through development of effective communications and marketing efforts
- Update and maintain the website and social media platforms i.e., Facebook, LinkedIn, Twitter, etc.
- Develop printed ads and collateral to target markets for brand awareness and mission impact
- Prepare communications via fliers, advertisements, email blasts, and other media, including Annual Report
- Create effective storytelling via short videos and impactful still photos
- Oversee departmental communications to ensure consistency in mission branding and messaging
- Report monthly on public relations activity and provide quarterly analysis
- Input gifts and pull reports as the lead staff member for DonorPerfect Online
- Develop appropriate materials to create a case for support for potential stakeholders in fund development, including financial appeals, annual reports and similar communications
- Properly steward donors, including follow-up phone calls and thank you letters within 3 to 5 days of receiving donation
- Assist with Special Events as needed
- Provide back-up on phones as part of the rotation, as needed
- Comply with standard business communication practices

Qualifications

- Bachelor's degree (B. A.) from four-year college or university required
- One to two years related experience and/or training required
- Bilingual (Spanish & English) is a plus
- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphic design and social media, etc. required
- Strong Microsoft Office, Word Press, and Adobe Suite required

Interested Applicants:

- Submit your application by clicking the link to our posting: <https://jobapply.page.link/iA3nX>

OR

- Review our openings <https://www.svdphouston.org/careers>