

COMMUNICATIONS AND DEVELOPMENT ASSOCIATE

OVERVIEW:

The Communications and Development Associate is the key staff member providing multiple supports related to NHLP's communications and fundraising platforms. The Associate will assist the administrative and operations staff in developing and maintaining materials used for NHLP's marketing, fundraising and communications. Additionally, the Associate will have primary responsibility for updating and maintaining NHLP's contact databases used for fundraising, various modes of communications, marketing, and events. This is a non-exempt, salaried position reporting to the Deputy Director.

Functional Responsibilities:

Communications

- Assist in design and construction of publications produced by NHLP.
- Produce the electronic newsletter, solicit material from attorney staff, assist in developing content and lay-out, distribute the newsletter.
- Post content to the website and oversee the integrity and updating of the website
- Assist in the production and execution of webinars and other trainings.
- Draft content and post to NHLP's various social media platforms

Fund Development

- Assist Deputy Director in developing communications related to fundraising, NHLP events and conferences.
- Assist with donor relations and tracking.
- Assist with event planning and coordination.
- Maintain and update NHLP's contact data bases, including Salesforce, newsletter and other contact lists, fundraising and event data.

General

- Work under the direction of the Operations Manager to assist in the implementation of NHLP database from Donor Perfect to Salesforce.
- Assist Operations Manager and other staff members and management as requested on special projects.

REQUISITE SKILLS

- One to three years of experience working in an office environment or for recent college graduates, equivalent volunteer or internship experience(s) with clearly documented contributions and demonstrable work product.

- Working understanding of basic website technology, particularly WordPress.
- Highly developed skills in Microsoft Office programs, accurate data entry and keyboarding skills.
- Advanced writing skills including ability to present a polished product that requires minimal edits, ability to concisely summarize, proofread, and copyedit.
- Experience within an organizational environment in a variety of social media platforms including Facebook, Twitter, LinkedIn, and blog; understanding how to prioritize and use each within the context of a nonprofit to promote the organization and to advance our communications and fundraising goals.
- Ability to prioritize and manage multiple projects and responsibilities.
- A demonstrated passion for NHLP's mission, knowledge of or interest in learning about our work and the many external social issues that relate to it.
- Bachelor's degree.

PREFERRED

- Experience in lay-out design programs: InDesign, Photoshop, Illustrator, or a similar commonly-used software.
- Ability to troubleshoot fundamental or basic computer problems for other staff members, or ease about learning the necessary skills.
- Degree or advanced learning in English, communications, marketing, journalism, or social media is a definite plus.
- Familiarity/experience with any of the following is a plus: Adobe Creative Cloud, MAC OS, IP based dashboards for trouble shooting in-office systems, Citrix, Constant Contact and Vertical Response, Salesforce NPSP.