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Associate Director of Development & Communications

Title:	Associate Director of Development & Communications	Salary Grade:	TBD
Dept:	30	EEO:	1/Professionals
Reports to:	Director of Development & Communications	FLSA:	Exempt
Supervises:	Development Assistant, Volunteer Coordinator		

SUMMARY

The Associate Director of Development & Communications assists the Development Director and Executive Director with the implementation, management, and expansion of the Agency's fundraising and communications activities and works to develop and cultivate a strong donor base to guarantee the Agency's financial health, stability, and future growth.

MAJOR DUTIES & RESPONSIBILITIES

Development:

- Work with Executive Director and Development Director to identify, cultivate, and procure major grants from local and national foundations & corporations and government sources
- Work with the Major Gifts Officer to identify, research, and contact targeted donor prospects, including regular phone calls and visits to targeted prospects in regional hubs, resulting in increased major donor and planned giving
- Supervise the Development Assistant to ensure timely and effective donor acknowledgments and the management of donor data
- Work with Development Director on a coordinated plan to increase online giving
- Oversee quarterly mailings and special fund raising appeals
- Assist the Development team with fundraising events (especially the Sleep Out and Crescent City Classic), including general coordination and communication with event participants

Communications:

- Manage the organization's social media and website, including regular content creation to ensure a regular presence and consistent messaging
- Oversee design, copy, and maintenance of marketing materials (website, brochures, flyers, newsletters, videos, social media)

Volunteer Management:

- Supervise Volunteer Coordinator to ensure the development and implementation of a trauma-informed wellness program.
- Cultivate volunteers to strengthen relationships and increase opportunities for support

Other:

- Initiate and maintain positive, professional, and mentoring relationships with youth and staff in accordance with the Covenant House Mission, Principles, and Core Values
- Promote a peaceful, healing environment by utilizing the principles and practices of trauma-informed care and positive youth development in all aspects of work and youth engagement, including crisis prevention, intervention, and de-escalation.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Bachelor's Degree or equivalent with 4+ years of development experience
- Proficiency in various computer software applications: MSWord, Excel, PowerPoint, Adobe Pro, Adobe Creative Suite.
- Excellent communications and organizational skills, and proficiency with database management skills

Applicants are asked to submit a cover letter & resume in a single email as one merged PDF file to rarnold@covenanthouse.org.