



611 North Rampart Street
New Orleans, LA 70112-3505
(504) 584-1102
www.covenanthouseNOLA.org

Development & Communications Assistant

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

SUMMARY

The Development Assistant assists the Development team with donor identification, cultivation, solicitation, and stewardship. The position is responsible for managing the donor database and processing timely and effective acknowledgments as well as assisting with the website, social media, e-newsletters, and online giving. Additionally, the role requires significant event planning and coordination.

MAJOR DUTIES & RESPONSIBILITIES

Development:

- Assist Executive Director, Development Director, Associate Director of Development, and Grant Writer with the identification, cultivation, solicitation, and stewardship of donors
- Coordinate in-kind donations, including correspondence and timely acknowledgments
- Manage the organization's CRM (customer relationship management) database, including regular data entry, confirmation of accuracy, and execution of donor queries
- Assist with the distribution of 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:

- Prepare quarterly e-newsletters and additional electronic correspondence as needed
- Assist the Development team with oversight and management of the organization's social media and website, including regular content creation
- Assist with design and copy for additional print materials

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 (development experience preferred)
- Proficiency in computer applications: MSWord, Excel, PowerPoint, Adobe Creative Suite.
- Excellent communications and organizational skills

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