



A Catalogue  
for Philanthropy  
Organization

A 21st Century  
Community  
Learning Center

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| <b>JOB TITLE:</b>                   | Development and Communications Associate   |
| <b>TEAM:</b>                        | Development and Communications             |
| <b>REPORTS TO (Title):</b>          | Director of Development and Communications |
| <b>SUPERVISES (Direct Reports):</b> | n/a  |
| <b>DATE POSTED:</b>                 | March 18, 2022                             |
| <b>SALARY RANGE:</b>                | \$40,000 to \$50,000                       |

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Beacon House was founded in 1991 to provide children in Northeast Washington, DC's Edgewood neighborhood with a safe, nurturing, life expanding community in which to increase their academic achievement, discover their talents, and to grow into healthy adults who achieve their greatest potential. Our programs focus on closing the education achievement gap - and thus improving the economic trajectories - of children and youth ages 5-18 for whom generational poverty is most persistent. Beacon House is recognized as "One of the Best" nonprofits in Washington, DC by the Catalogue for Philanthropy: Greater Washington.

### **POSITION SUMMARY**

The Development and Communications Associate (DCA) will help ensure Beacon House is able to secure, track and steward the funding needed to meet or exceed its annual philanthropic revenue goals and implement its programs. The DCA will take the lead for managing back-of-house/behind-the-scenes development systems and be a thought partner to the Director of Development and Communications (DODC) working to execute the annual development plan, including the necessary campaigns, donor stewardship efforts, and general communications. The DCA will also support growing and improving Beacon House's communications across various channels, including social media, email, and print.

The Development and Communications Associate can expect his/her/their work to include:

### ***Fundraising (50%)***

#### **Planning Support and Execution**

- Under the leadership of the DODC, help to plan and project manage Beacon House's standing annual campaigns (Spring solicitation, Give8/28, and End-of-Year),
- Assist with the execution of all individual giving efforts, including running reports for donor segmentation, compiling accurate mailing lists, running reports for progress-to-goal tracking, and pulling final reports for campaign analysis and evaluation
- Under the direction of the DODC, coordinate and follow up on logistics for periodic special events
- Assist the contract grant writer as requested, such as with compiling attachments for grant applications and submitting as needed

## **Operations**

- Maintain the accuracy and integrity of donor and donation data in Beacon House's CRM (Salesforce) including entering and updating donor or funder contact information, donation details, reporting deliverables, and uploading associated documents, etc.
- Manage Salesforce integrations, including MailChimp and online donation processor Soapbox Engage
- Monitor all donation methods (checks, online, stock gifts, Catalogue for Philanthropy, Benevity, CFC campaign, etc.) and ensure donations are accurately and punctually recorded in Salesforce
- Send weekly gift acknowledgements and special small-batch donor mailings
- Support the implementation of Beacon House's broader donor stewardship plan to help build deeper connections between donors and the organization

## **Relationship Management Support**

- Correspond and interact with donors or funders as needed or requested by the DODC
- Assist contracted grant writer as needed or assigned
- Provide support to the Board Development Committee and Board members to help them meet their fundraising goals

## **Communications (40%)**

- Under the direction of the DODC, post regularly to various social media channels and engage directly with Beacon House followers
- Support any website content updates in partnership with Beacon House's website partner and the DODC
- Help format content in Mailchimp for Beacon House's quarterly newsletter
- Draft and edit content and graphics via Canva, Adobe Spark, or other platforms to be used on social media and in emails during campaigns
- Assist with updating organizational materials (letterhead, signage, brochures, etc.)
- Coordinate photographer sessions with staff and youth to collect photo and video material to be used in communications materials; file and archive organizational media
- Help ensure compliance to brand and content standards

## **General administration – 10%**

- Provide administrative support for the Development and Communications Department
- Coordinate internal meetings/calls for departmental projects
- Cross-train/serve as back-up to Beacon House's Operations Associate during vacation or prolonged absences to help ensure continuity of operations and processes, such as:
  - Billing/invoices
  - Timesheets
  - HR paperwork
  - Facilities and Technology

## **NECESSARY JOB TRAINING**

- At least 1-3 years of experience working in nonprofit development. Bachelor's degree preferred but not required

## **CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience in Salesforce or another fundraising CRM (Salesforce Administrator credentialing highly desirable)
- Fluency in the Microsoft Office suite including Microsoft Word, Excel, and PowerPoint
- Fluency with Google Office products
- Strong writing and communication skills
- Aptitude for learning and using new technologies or platforms to enhance work quality
- Highly organized and able to focus both on the big picture and the details
- Proven ability to prioritize and meet multiple deadlines efficiently and excellently
- Team-oriented and ready to lend a helping hand no matter the task
- Loves kids and is excited to work in a tight-knit, place-based community
- Understanding of and commitment to Beacon House's mission

## **OTHER DESIRED QUALIFICATIONS AND ATTRIBUTES**

- Graphic design skills and familiarity with design software such as Canva and Adobe Spark are highly desirable but not required
- Open-minded and appreciative of the varied and unique life stories, experiences, and assets of all Beacon House stakeholders, including community members and staff
- Ability to communicate thoughtfully and clearly with lots of different people
- Demonstrates patience, empathy, and good will when working with others
- Strong work ethic and committed to doing the work necessary to see success
- Flexibility, creativity and the ability to thrive in an evolving environment
- Thoughtful and practices the utmost discretion with sensitive information
- Spanish language proficiency helpful

## **TO APPLY**

Candidates should send a resume and cover letter including their desired salary range and available start date to [jobs@beaconhousedc.org](mailto:jobs@beaconhousedc.org)

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.