Beacon House’s mission is to promote the academic advancement and personal growth of children in Washington, DC’s Edgewood neighborhood. Through afterschool education and youth development programs serving children ages 5-18 in and around Northeast Washington, DC’s Edgewood Commons affordable housing community, Beacon House is working toward a future in which children in Edgewood become empowered lifelong learners who achieve their greatest potential.

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.

This would be an excellent opportunity for someone who is able to function in a mission-driven environment, poised, detail-oriented, adept at managing logistically challenging situations, and able to operate with a problem-solving mindset. We are also seeking candidates who demonstrate the ability to model Beacon House’s values: Students and Families First, Saving and Changing Student Lives, Community, Flexibility, and Trust.

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, HootSuite, WordPress and social media including Instagram, Facebook, YouTube, and LinkedIn
- 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:
  o Billing/invoices
  o Timesheets
  o HR paperwork
  o Facilities and Technology

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES

• Demonstrated ability to proactively engage and communicate effectively with a wide range of people
• Experience in Salesforce or another fundraising CRM (Salesforce Administrator credentialing highly desirable)
• Availability to work on-site during the hours of 10am – 6:30pm with occasional work outside of regular hours.
• Highly organized, keen attention to detail
• Strong writing skills required
• Easily navigates technology, and open to new ways of using technology
• Uses critical thinking and leverages resources to effectively solve problems
• Ability to prioritize and complete multiple tasks efficiently and with excellence

OTHER DESIRED QUALIFICATIONS AND ATTRIBUTES

• Familiarity with Salesforce, Microsoft Office Suite, and SharePoint is preferred
• Graphic design skills and familiarity with design software such as Canva and social media
• Open-minded and appreciative of the varied and unique life stories, experiences, and assets of all Beacon House stakeholders, including community members and staff
• 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
• Works well independently
• Enjoys working with children
• Eagerness to learn about nonprofit management

TO APPLY
Candidates should send a resume and cover letter including their desired salary range and available start date to cdolak@beaconhousedc.org

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.