



Job Title: Marketing & Communications Specialist

Reports to: VP of Strategy

The Marketing and Communications Specialist will work with the VP of Strategy and the Director of Development to assist in the development and growth of Hope Renovations' services and donor relationships. Position requires substantial problem-solving, decision-making, and discretion.

Responsibilities

- Work with Director of Development to:
 - Plan and run regular fundraising and community-building events (often held out of regular work hours)
 - Develop and execute social media campaigns
 - Manage annual communications plan to include stakeholders, Hope Sustainers, major donors, and individual/corporate donors
 - Assist with fulfilling Partner and Sustainer benefits and renewals
- Work with programmatic staff to produce and post regular social media updates
- Create monthly newsletter and analyze results
- Update and edit website as needed, including blog/news posts, creating content when necessary, or facilitating content from colleagues
- Build community relationships on behalf of Hope Renovations
- Produce videos, graphics, and photos for use in social media
- Assist relevant staff people with all fundraising efforts
- Cultivate individual donor relationships and communicate professionally with all stakeholders
- Compose, print, and mail fundraising-related documents
- Assist with grant research, writing, applications, and reporting
- Triage and respond to mar/comm related emails and voicemails

Preferred Qualifications

- Passionate about Hope Renovations' mission and impact
- 3+ years' relevant experience in the professional or public sector
- 2+ years' experience in a marketing, fundraising, or communications role
- Creative self-starter with proven ability to manage complicated projects under strict deadlines
- Experience with and interest in event planning and marketing
- Experience with and interest in basic graphic design
- Experience producing high quality, professionally designed social media content
- Skilled writer and obsessive editor, both for professional and marketing communications – writing samples to be requested
- Outstanding verbal communication and exceptional interpersonal skills
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Demonstrated ability to build and maintain relationships with an array of people
- Familiarity with marketing design, media production, Canva, Wix, and Salesforce

Position Status

Full-time salaried with benefits, 401k, generous holiday & paid time off.

Starting annual salary range: \$45,000-\$50,000

Hope Renovations is an equal employment opportunity provider and employer.