



**Position:** Development & Communications Associate

**Status:** Part-time (10 hours/week) reporting to the Executive Director

**Role:** The Development & Communications Associate will support the Annual Fundraising Plan and marketing and communication efforts of the Henderson County Education Foundation in collaboration with the Executive Director and Board of Directors.

**Activity: Development Support**

- Track and register donation transactions through Bloomerang software.
- Generate thank you letters for all donations.
- Oversee donor stewardship plan.
- Assist with coordinating special fundraising events and other organization-wide events and management of direct mail.
- Implement strategies for developing new grant opportunities.
- Assist in writing grants and their submission in coordination with the Executive Director.

**Activity: Communications**

- Draft and update website content, including success stories.
- Assist in writing and scheduling social media posts.
- Develop and maintain a library of profiles, successes and news clips that help demonstrate the value of HCEF work.
- Proofread and copyedit publications, reports, remarks and presentations.
- Assist with the maintenance of ongoing communications calendar of upcoming content.
- Provide support in board communication and follow-up.

**General Responsibilities:**

- Perform administrative functions incidental to fundraising activities.
- Perform administrative functions incidental to office activity.
- Attend monthly board meetings and relevant committee meetings.
- Maintain professional relationships with board members and donors.

**Knowledge, Skills & Abilities:**

- Excellent interpersonal and organizational skills with strong attention to detail.
- Excellent writing skills.
- Technologically savvy - fluent using Facebook, Twitter, blogs, web, database and other information technology systems.
- Demonstrated ability to work well independently and as part of a team.
- Ability to multitask, identify priorities and meet deadlines.

**Qualifications:**

- College graduate with Bachelor's Degree in Communications, Marketing or related field.
- Experience with education or nonprofit field with demonstrated support for mission preferred.
- Any equivalent combination of education, training and experience.

**Range:** \$18-\$21/per hour; commensurate with experience.

**To apply:**

Email resume and cover letter to [summer@hcefnc.org](mailto:summer@hcefnc.org) or

Mail to:

Henderson County Education Foundation

P.O. Box 1267

Hendersonville, NC 28793

Applications will be accepted through May 1, 2019. No phone calls, please.