



Job Posting

Development and Communications Associate

Settlement Housing Fund, Inc. (Settlement Housing) is a well-established nonprofit organization that creates and sustains high quality affordable housing and programs, building strong and economically diverse neighborhoods throughout New York City. Settlement Housing works closely with community partners to provide low- and moderate-income New Yorkers with pathways to long-term affordable housing, education, employment and wellness. Established in 1969, the organization currently owns close to 1,978 units of affordable housing in 35 buildings, with concentrations of housing and programs in the Southwest Bronx, Lower Manhattan, and in Crown Heights, Brooklyn, and has a growing pipeline of new construction and housing preservation projects in pre-development. With a strong track record of helping homeless families obtain and sustain permanent housing, Settlement Housing is also expanding its Resident Engagement Services program to support families leaving the shelter system.

A core budget of more than \$6.5 million is funded by a combination of housing development and other fee-based income, government grants and support from individuals, corporations, and foundations. Roughly \$1 million is secured annually from private grants, individual donations, and an annual benefit that is largely corporate sponsored. Settlement Housing seeks an experienced, highly organized and entrepreneurial individual with superior communications skills to help grow private support and public appreciation for the organization's work.

Job Summary

The Development and Communications Associate reports to the Director of Fund Development and works with Settlement Housing leadership to manage key fundraising and communications operations for the organization. The Associate will play an integral role in shaping, enhancing and implementing the organization's fundraising and communications activities and provide assistance with various functions aimed at raising programmatic and general operating support.

Responsibilities

A full job description will include some combination of various responsibilities in the following areas of operations depending upon skills.

Fundraising:

- Partner with the Director to establish and steward a comprehensive fundraising plan, including a calendar of grant proposals and reporting, digital and mail appeals, major gift prospecting/management, and event production.

- Implement, manage and update a new donor database, identifying and segmenting prospects for event and annual giving, and major gifts.
- Write and edit donor correspondence, including annual appeals and acknowledgements.
- Coordinate mailings and produce copy for enclosures. Work with vendors to produce mailings.
- Conduct prospect research to secure new grants and individual support. Assist the Director with grant writing and budget development for submission of proposals and reports to foundations, corporations and other funders.
- Assist with various aspects of fundraising, communications and event organization to produce a successful annual spring benefit, as well as ground breakings/ribbon cuttings.
- Provide support to the organization's leadership to meet the fundraising goals for the annual event and to secure new and increased philanthropic support through annual, major and planned giving.

Communications:

- Manage website content development, updates, maintenance, and analytics.
- Manage the production of email news and other campaigns from start to end including creative, design, implementation, testing, and monitoring. Craft initiatives to steadily increase active email subscribers (lead generation). Build reports to analyze email performance and to uncover insights to guide new strategies.
- Create a marketing calendar that communicates our thought leadership and program excellence while appealing to major donors, the media, and funders.
- Execute social media content. Create compelling content, track key metrics, and provide insights for improved performance. This includes press releases, blogs, profiles, testimonials, collateral, photography, videos and more.
- Assist with the production of organizational collateral including brochures, annual reports and PowerPoint presentations.
- Conduct research on program topic areas/target populations and integrate findings, including statistics into work product.

Qualifications

Bachelor's degree and 2+ years of development experience; excellent writing, interpersonal, research and organizational skills; keen attention to detail; proficiency in Microsoft Office Suite, database/CRM software, and Mailchimp or other marketing platforms; design skills a plus.

Compensation

Salary dependent upon experience. Excellent benefits including generous vacation days, personal days, holidays, medical/ dental/vision healthcare coverage, and 403(b) plan.

Apply with cover letter and resume w/subject Development Associate at jobs@shfinc.org