



Development and Communications Coordinator

Writers in the Schools (WITS) seeks a Development and Communications Coordinator to play a key role in the Development/ Communications department. This position requires a thoughtful, dedicated individual with strong writing and communication skills. WITS is seeking an experienced development professional, who takes initiative, can multi-task, meet multiple deadlines, conduct research, plan events, think creatively, connect with volunteers, manage contracts, and work both independently and as part of a team. This position will fuel educational change, bringing creativity and literacy to 38,000 children and teachers annually.

Deadline to Apply: Thursday, June 29, 2017

Required Experience:

- 2-3 years of development experience at a non-profit or equivalent
- Outstanding writing and communication skills with clear brand messaging
- Demonstrated experience working independently and as part of a team to accomplish project goals
- Proven success writing grants, reports, and work plans, including understanding project budgets
- Experience planning special events and working with volunteers
- Background in relationship management processes, including implementation of acknowledgements for grants and gifts received

Education:

- Bachelor's degree (required)

Essential Skills:

- Ability to effectively and efficiently use Microsoft Office and database applications, such as Salesforce (preferred) and/or Blackbaud Raiser's Edge.
- Ability to work independently and manage workload and deadlines with minimal guidance.
- Highly organized and energetic, passionate about creativity in education, and enthusiastic about taking on challenges.
- Ability to work as a highly cooperative team member.
- Flexibility, attention to detail, and the ability to tell the WITS story in a meaningful and compelling way.
- Maintains strict confidentiality about requests and donor information.

Core Duties:

- Work closely with WITS Executive Director, Development Director, WITS Board and Development Committee members to ensure the growth of funding potential and promote awareness for WITS.



- Write foundation grants, governmental grants, corporate sponsorships, and funder reports
- Deliver successful fundraising events by working with staff, a high-profile host committee, the WITS Board Development Committee, and vendor to coordinate and implement an annual gala and auction as well as ongoing donor events.
- Manage projects with interns, board and corporate volunteers, and consultants.
- Prepare fundraising materials for all WITS campaigns, including annual fund and corporate solicitations.
- Conduct donor and prospect research.
- Maintain donor relations, external communications, and metrics-based reporting.
- Process donations, prepare timely acknowledgment letters, and maintain donor files, reconciling regularly with the Accounting Manager.
- Grow social media communications via blog and various platforms, stewarding key relationships online
- Assists and supports staff and volunteers as required.

Application Process:

WITS offers a competitive compensation package with benefits, and a fast-paced, collaborative, and friendly work environment. Qualified applicants should submit a cover letter, resume, and writing sample to give@witshouston.org.