FRIENDS of the CHILDREN
Austin

TITLE: Development and Communications Associate

REPORTS TO: Deputy Director of Development & Communications

STATUS: Full time, Exempt

SALARY: $60,000-$65,000

Please note that we will only accept applications submitted through our hiring page at https://friendsaustin.hiringthing.com/job/1058360/development-and-communications-associate

Friends of the Children Austin is seeking a Development and Communications Associate. This is an exciting opportunity for someone with experience in communications and relationship-building, and **some meaningful exposure to nonprofit fundraising,** who is eager to grow their skills with a dynamic, mission-driven, and expanding organization. As Friends of the Children Austin approaches its ninth year of operation, and with the national network celebrating more than 30 years of impact, Friends Austin continues to experience strong growth and meaningful outcomes in both fundraising and programming.

If you are seeking an opportunity to join a team with an energetic, whatever-it-takes approach, who strives for excellence, here's what we have to offer you:

- Experienced and committed leadership who will mentor and partner with you in your role.
- An engaged, motivated Board of Directors and Advisory Boards that work hard, give generously, and participate in fundraising efforts.
- Strong, cohesive team support committed to innovation and excellence.
- Respect for work-life balance. You'll work hard, have fun, and we expect you to recharge and take care of yourself.
- Organizational culture that values each team member's dedication to the work of Friends Austin, diversity of backgrounds, skillsets and professional experience, and empowering staff to grow professionally.
- Generous Compensation and Benefits Package:
    - *100% Employer paid premiums on dental, vision, and medical benefits along with disability and life insurance*

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- *Three weeks paid vacation*
- *Two weeks paid sick leave*
- *Additional paid time off the week between Christmas and New Year's Day*
- *Simple IRA, up to 3% employer match*
- *Eight weeks of paid parental leave for primary caregiver (birth, adoption, foster)*

Intrigued? Want to know more? To learn more about the position's responsibilities and qualifications, see below:

The Development and Communications Associate (DCA) will collaborate closely with the Deputy Director of Development and Communications (DDDC) and other team members to advance the Friends of the Children-Austin mission and brand. The DCA must be a highly motivated professional, experienced in creating top-tier communications and marketing materials to engage prospective and current supporters and partners. This role requires a strategic and creative thinker with excellent written and verbal communication skills, an eye for design, and the ability to thrive in a fast-paced environment. The DCA will actively participate in fundraising efforts and be passionate about working for an organization dedicated to serving children and families facing significant challenges. Proactivity, results-driven, adherence to deadlines, and meticulous attention to detail are essential qualities for success in this role.

The following statements are intended to describe the general nature and level of work to be performed by individuals assigned to this position. They are not intended as a comprehensive list of all responsibilities, duties, and skills required of personnel so classified.

Overview of Responsibilities:

- Manage the planning, development, and delivery of communication and marketing materials to support organizational and fundraising goals, ensuring content upholds brand standards. Materials include but are not limited to:
    - Monthly email newsletters, distributed through Bloomerang
    - Targeted letters/updates to current and prospective supporters
    - Annual holiday card
    - Event-related collateral
    - Fundraising campaigns

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- Lead end-to-end project management and execution of the Annual Gratitude Report, including cross-functional content coordination, vendor management, brand-aligned production, and multi-channel distribution.
- Oversee digital marketing strategy and execution, managing content, contracted marketing support, and brand-aligned storytelling across all web and social channels.
- Manage regular maintenance and updates for the organization's website, including events, organizational announcements, listing updates, news/blog, and photos, including decisions on content updates and prioritization.
- Support the DDDC in coordinating and advancing the work of the Community Champions Board, including contributing to engagement strategy and facilitating quarterly meetings.
- Coordinate volunteer recruitment and engagement for key initiatives (e.g., Fall Festival, holiday gifts, and summer needs), including conducting outreach, communicating expectations, and exercising judgment in aligning volunteers to organizational needs.
- Support the DDDC in advancing fundraising efforts to meet the organization's annual budget (currently exceeding $5 million).
- Support signature fundraising events: 1. Slay Bells, Jammies at Sammie's (December), 2. The Big Pickle (March) and 3. Dinner with Friends (May), as well as other donor gatherings/events and committee meetings throughout the year.
- Create presentation and pitch decks for companies, foundations, and donor meetings.
- Support the DDDC in stewarding and engaging individual and corporate donors, through phone and email outreach, coordinated engagement efforts, and thoughtful donor communication.
- Support Director of Development and Communications (DDC) to support Board fundraising by tracking and reporting on fundraising commitments, preparing updates for Board meetings, and assisting with committee meeting logistics, notes, and follow-up.
- Capacity to partner with and manage outside contractors, as needed.

Essential Skills and Abilities:

- Be willing and able to attend and actively participate in team meetings, staff functions, and development events, which can sometimes involve weekends and evenings.

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- Possess close attention to detail; produce and edit written materials accurately and consistently.
- Have the ability to manage and prioritize daily work and juggle multiple deadlines, especially during high-volume times of the year.
- Demonstrate the ability to work independently as well as in a team setting.
- Possess excellent written and verbal communication skills.
- Capacity to build authentic relationships with prospective and current supporters and key stakeholders.
- Ability to represent Friends Austin in the community to prospective and current supporters and partners.
- Be a self-starter with a high level of initiative and willingness to learn.
- Have excellent project management and organizational skills.
- Be social media savvy.
- Hold a commitment to excellence in design and execution at all levels, including demonstrated experience developing marketing and fundraising collateral.
- Ability to collaborate across departments.
- Capacity to work primarily in the Friends Austin office, with some flexibility to work remotely.
- Possess a vehicle and ability to drive.

Education and Experience:

- Associate degree required; bachelor's degree preferred or a combination of education and experience providing equivalent knowledge.
- **One to two years' experience working in a nonprofit organization**
- Two to three years professional experience in writing, communications/marketing campaigns and an understanding of design

Learn more about Friends of the Children here: https://friendsaustin.org/

Friends of the Children Austin is an Equal Opportunity Employer, committed to addressing discriminatory practices. The equal employment opportunity policy of Friends of the Children Austin provides fair and equal opportunities for all employees and job applicants. Friends of the Children Austin hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

When applying, it is a good practice to check your spam or junk mail folder to be sure you don't miss an email from us!

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