



**Position: Community Engagement Coordinator**  
**Full-Time, Exempt**  
**Supervisor: Executive Director**

This position will energize, welcome, and solicit new ideas for increasing organizational awareness and excitement in furthering the mission and work throughout the greater Houston region. We are seeking a dynamic, hardworking, collaborative team player who is passionate about the organization's mission. This position requires a high level of attention to detail, a thorough understanding of office administrative work, and a self-starter who understands customer service and implementing excellence.

The responsibilities of this position include:

Outreach and Communications

- Track donor benefits and recognition to ensure inclusion of marketing materials and event signage as needed.
- Create new materials as needed to solicit donations from individuals, corporations, and foundations.
- Write content and draft communication for social media posts and email newsletters.
- Write content, capture stories, and pictures from on-going programs.

Development and Advancement

- Research, cultivate, and initiate new corporate donors and individual donors to support Young Audiences of Houston through sponsorships, contributions, and grants.
- Oversee timely delivery of thank you notes, donor receipts, and recognition.
- Organize and collect donor contact information through Salesforce.
- Solicit organizational in-kind and monetary contributions as needed.
- Provide backup collaboration and support for other related development duties and fundraising efforts.

Grants

- Write, edit and submit grants and develop supporting materials as needed.
- Work with the programs team as needed to collect documentation for grants and final reports.
- Research, cultivate, and initiate new grants for operating and program support.
- Maintain existing program and operating support grants as needed.
- Keep track of grant reporting and grant application deadlines through the Grant Calendar.
- Attend meetings as needed.

Project Implementation

- Collaborate with program staff as needed to develop new ideas and initiatives to increase contributed support to organization.

- Attend programs, take pictures, capture testimonials, and other duties as needed.
- Provide special projects implementation and support as needed both on and off-site as related to organizational activities.
- Attend and provide support for artist events and activities.
- Recruit, contact, and secure volunteers for events as needed.

### Administration

- Answer incoming phone calls and emails.
- Maintain a fundraising database, ensuring that donation and tracking information is updated and accurate.
- Update and research all current and new potential supporters in Salesforce and Excel.
- Provide key staff support to the Executive Director and Gala Chairs for the annual fundraiser as needed.
- Update website information and content for all special events, and fundraising and special project initiatives.
- Work with program staff to ensure program content is updated and accurate.
- Oversee and implement donor software at special event fundraisers.
- Track receipts, expenses, and program reports as needed for all grant reports.
- Pick up supplies and materials for offices or programs as needed.
- Other duties as assigned.

Full health, dental, and eye benefits. Medical, Dental, and Eye Coverage. 100% employer contribution on Medical Insurance benefits for employee.

Paid time off - 33 Days (13 ITO and 10 Vacation and 10 Holidays).

This position will require occasional weekend and evening work for special events or program support.

Technology Knowledge: Canva, Social Media Platforms, Wix, Salesforce, Microsoft Office, Apple computer systems.

Ability to lift 35 pounds and stand/sit for long period of time.

Must have reliable transportation and a vehicle to attend off-site events and activities and run office errands.

Office Hours: 9am – 5pm with occasional evening and weekends.

### **How to Apply**

Send resume, cover letter, salary requirements, and three professional references to Young Audiences of Houston.

Email: yahou@yahouston.org