



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

Young Audiences, Inc. of Houston
Position Title: Community Engagement Coordinator

- 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.

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 and applicable insurance.

To Apply: Send Resume, Salary Requirements, and (3) Professional References to Mary Mettenbrink

Email: yahou@yahouston.org

No phone calls.