



North Side Housing & Supportive Services

Job Description

Job Title:	Development and Communications Associate
Program:	Development
FLSA:	Full-Time Non-Exempt
Reports To:	Development and Marketing Manager
Direct Reports:	None
Job Summary:	Responsible for developing North Side Housing and Supportive Services (NSHSS) brand awareness in the community, communicate and engage our constituents, and cultivate new donors/prospects. A crucial part of the Development team, this position is responsible for development and communication efforts both internally and externally to accomplish fundraising goals. Responsibilities include brand management, events marketing, content management, donor stewardship, grant writing/editing, donation management, volunteer management, database management, and supporting the Development team as necessary. This new position will provide opportunity to help shape the job and deliver new outcomes. This position is located at our main office in the Ravenswood neighborhood, near the Metra and Brown Line (CTA) stops.
To Apply:	Email cover letter & resume to Paula Mattison at pmattison@northsidehousing.org . Applications should be received by November 15 for priority consideration.

About North Side Housing and Supportive Services

North Side Housing and Supportive Services' mission is to end homelessness in the lives of individuals by providing permanent housing, emergency shelter, and comprehensive supportive services. We are an innovative organization, committed to providing best-in-class housing and wraparound care that allows people experiencing homelessness to thrive, while also leading systemic efforts to strengthen Chicago's safety net and end homelessness once and for all. We are poised for significant growth in the coming years, and are looking for exceptional team members to grow with us.

At North Side Housing, we believe that investing in staff and creating a supportive, yet driven organizational culture is critical to our mission. Therefore, we offer staff a generous benefits package, including paid time off, paid holidays, flexible work schedule, agency sponsored health and dental insurance, and simple IRA retirement plan with agency match.

Essential Functions

Assist with planning, budgeting, and execution of all fundraising efforts
Track and report ticket registrations for all fundraising events
Execute marketing and communications for events, campaigns, and donor stewardship (i.e. annual appeal)
Identify and assist with cultivation of prospects for corporation, congregation and individual giving
Process and track all incoming donations in our donor database, NeonCRM
Develop timelines, strategies and content for websites, e-communications and social media
Monitor and maintain NSHSS website, social media accounts, and Google Adgrants account
Create strategies to optimize social media content to improve audience engagement
Respond to all e-communications inquiries in a timely and professional manner
Manage contacts in donor database and segment distribution lists with targeted messaging
Analyze data, create spreadsheets, charts and graphs, and deliver presentations/reports in a professional manner
Manage small portfolio of grants, and participate in grant-writing and reporting efforts with the Development team
Coordinate with program teams to solicit volunteer and in-kind support based on program needs
Conduct prospect research for individuals, organizations, foundations and corporations
Solicit in-kind donations and volunteer support for fundraising events
Provide overall administrative support for the Development team

Qualifications

Commitment to the mission of North Side Housing and Supportive Services.
Bachelor's degree and/or relevant experience in Business, Fundraising/Development, Marketing and/or Communications.
Strong written, organizational, communication and presentation skills.
Strong computer skills with a working knowledge or demonstrated ability to learn MS Office, Adobe Creative Cloud, NeonCRM database, Mailchimp, Wix, and GoogleAdwords/Adgrants.
Ability to manage multiple responsibilities, projects, and deadlines concurrently.
Familiarity with nonprofit industry and Chicago homeless service sector is a plus.