



Fund Development and Communications Associate

Reports to: Executive Director of CHH Foundation

Position Type: Non-exempt, part time on average 33 hours per week.

Compensation: \$14 -\$15 DOE

The Capitol Hill Housing Foundation is a new non-profit supporting Capitol Hill Housing and its extraordinary work in affordable housing and community development. Since 1976, Capitol Hill Housing (CHH) has provided help to low and moderate income residents of Seattle and worked to improve the Capitol Hill neighborhood for all residents. Helping families, keeping rents affordable, and supporting new building development, the foundation keeps our neighborhoods and CHH strong. Directing communications for CHH, the foundation connects CHH's mission and work with the community.

Job Summary:

Communications management, database system conversion, database input and gift processing, donor correspondence, meeting planning, special event support.

Duties and Responsibilities:

Communications

- Manage communication materials, including annual report
- Coordinate resident success story interviews and photos
- Maintain and expand social media strategy
- Produce and edit CHH e-newsletter
- Website update and support (working with IT Department)

Fundraising

- Individual giving and corporate donation processing and data entry
- Grant research, potential grant writing
- Support fundraising events
- Fundraising mailings coordination

Operations

- Research and implement database system conversion in 2012
- Foundation board meeting and committee support
- Support for capital campaign, including events
- Fund Development special projects

Minimum Qualifications:

- Knowledge of fundraising software and database management experience
- Proficiency in Excel and Word
- Strong writing and editing skills
- Some college education



- Additional requirements: beginning experience in updating web pages, social media and digital image manipulation software.

Preferred Qualifications:

- Prior experience in HTML, FTP, graphic design, webmastering and fundraising events.
- We are looking for a self-starter with strong attention to detail; ability to multi-task and work independently, and
- 3 or more years of experience in non-profit fundraising or communications.

All employees at CHH are employees at will. The job description outlined above is not intended to represent an absolute or final list of all elements, activities or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position.

Candidates selected for this position must pass a criminal history background and credit background check prior to employment with Capitol Hill Housing. Capitol Hill Housing is an Equal Opportunity Employer

To Apply:

Please submit a resume and a cover letter to:

Email: resume@capitolhillhousing.org

Mail: Resumes
Capitol Hill Housing
1406 Tenth Ave. Suite 101
Seattle, WA 98122