



## **Development & Communications Associate**

### **About Tedford Housing:**

Tedford Housing is the southern midcoast region's sole provider of homelessness prevention services and emergency shelter. Based in Brunswick and serving primarily Cumberland, Sagadahoc, and Lincoln counties since 1987, Tedford is preparing to relocate its shelter programs and administration to a new expanded facility. This transition marks a new era of increased impact and ambition for Tedford, to address more of the unmet needs in our communities.

### **Position Overview:**

The Development & Communications Associate is an advocate whose responsibilities across two overlapping arenas advance Tedford Housing's mission of empowering people to move from homelessness to home. First, they support the Executive Director and ambassadors in all aspects of fundraising. Second, they build Tedford's brand and its base of supporters by creating multimedia deliverables and coordinating events. This position reports to the Executive Director, and will work closely with the Director of Administration, the Marketing & Development committee, and Tedford's capital campaign consultant.

This position will allow a creative, energetic person to parlay the strong community goodwill generated by Tedford's current capital campaign into ongoing support, as we expand our facilities and ambitions to reduce homelessness in the southern midcoast region.

This is a full-time, benefitted position (40 hours/wk) with flexible working hours between 8am to 4pm, and includes the possibility of working remotely at times. Includes occasional evenings and weekends to support Tedford's community presence.

### **Duties & Responsibilities:**

The Development & Communications Associate performs a wide range of duties including but not limited to the following:

#### **Fundraising Support**

- Research and identify prospective government, foundation, and corporate funding opportunities; make recommendations regarding potential funders.
- Collaborate on authoring grant applications.
- Assist the Executive Director in their research, solicitation and stewardship of prospects and donors (individual, corporate and foundation).
- Track and report fundraising progress and donor information, using donor management software.
- Participate in Marketing & Development Committee meetings, take minutes, and collaborate with the committee to ensure the success of the Development plan.

#### **Communications and Marketing**

- Collaboratively develop a Communications plan encompassing print publications, social media, website, community outreach, advocacy, and volunteers.
- Manage website design and updates.
- Design print and virtual publications including newsletters, social media posts, event publicity, annual report, and press releases.
- Coordinate authorship of monthly newspaper column.
- Work collaboratively with staff, clients, and supporters to collect impact stories and highlight program activities.
- Empower colleagues and volunteers to contribute content by curating templates, training, and offering in-person support.

#### **Event Coordination**

- Collaboratively develop and coordinate events for fundraising and stewardship, including the Annual Meeting & Auction.
- Coordinate sponsorship requests.
- Represent Tedford at community outreach and fundraising events (3-4 per year).

**Experience:** A successful applicant must have two or more years of experience or demonstrated skills in marketing, fundraising, graphic design, community relations, event planning, outreach, or related work.

#### **Qualifications - Required**

- Detail-oriented with strong organizational, prioritization, and time-management skills.
- Excellent professional communication skills, including the ability to write persuasively
- High EQ and interpersonal skills for constructive relationships with people of diverse backgrounds.
- Ease with learning new skills and/or software
- Highly proficient in Canva, InDesign, social media platforms, web design (WordPress), Google Workspace, MS Office, database management,

#### **Qualifications - Preferred**

- Experience with CRM or donor management software
- Familiarity with nonprofit fundraising
- Graphic design training
- Video production skills a plus

**Education/Training:** Bachelor's degree or equivalent work experience.

#### **Working Conditions:**

- The Development & Communications Associate will usually work in an office environment, but the mission of the organization may sometimes take them to non-standard workplaces.
- The Development & Communications Associate will work a 40-hour week – and will be required to work some evenings and weekends to assist with the implementation of program activities or participate in organization-hosted events.
- The Development & Communications Associate may schedule their 40-hour week flexibly in cooperation with their supervisor.
- Access to car required and clean driving record as per employee handbook

- Must be able to lift 25 pounds.

**This is a 40-hour a week, benefitted position. The pay range is \$27 to \$28 an hour (~\$56,160-\$58,240/yr), dependent upon experience.**

**Benefits include:**

- 13 Paid Holidays
- 135 Hours of Accrued Paid Time Off in the first year
- Health Insurance – employer pays 80% for employee only coverage
- Dental Insurance – employer pays 80% for employee only coverage
- Vision Insurance – employer pays 100% for employee only coverage
- 100% Employer Paid Life and STD insurance
- Simple IRA retirement plan w/ 3% employer match after 6 months
- Access to professional development opportunities
- Mileage reimbursement at the federal rate

**Application Process:** Interested candidates should submit a cover letter and resume to [info@tedfordhousing.org](mailto:info@tedfordhousing.org). Interviews will begin immediately and continue until the position is filled. Selected candidates will receive an email to set up an online or in-person interview. No phone calls please.

**Commitment to Diversity, Equity and Inclusion:**

Tedford Housing is committed to creating an inclusive workplace where diverse perspectives are valued, supported, and freely exchanged. We are committed to hiring staff that reflects Maine's full range of identity and experience, and we actively seek and encourage individuals from traditionally underrepresented communities to apply. Tedford Housing provides all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, sexual orientation, gender identity, disability, age, or veteran status.