



TITLE: Development and Communications Manager

Pay Type: Salary

FLSA: Exempt

COMPENSATION: \$50,000-\$55,000.00

REPORTS TO: Senior Director of Development and Communications

ORGANIZATION SUMMARY

The Metro Dallas Homeless Alliance assists a continuum of programs working to end homelessness in Dallas and Collin Counties by providing community-wide technical assistance and implementation of strategic systemic changes to build an effective homeless rehousing system.

POSITION SUMMARY

MDHA is looking for a passionate Development and Communications Manager to join us in our mission of ending homelessness in Dallas and Collin Counties. Under supervision of the Senior Director of Development and Communications, the Development and Communications Manager will strengthen MDHA as the backbone organization of Dallas' homeless rehousing system, as well as the system itself, through fundraising, messaging, and relationship building.

Essential Functions and Responsibilities:

- Development
 - Build and grow individual donor program, solicit donations, and retain existing donors
 - Spearhead North Texas Giving Day and end of year campaigns
 - Design, develop, and execute plan for creating and maintaining a base of support such as young millennials, Generation Z, or individuals of color
 - Organize, publicize and solicit sponsorships for community awareness and fundraising events, including but not limited to State of the Homelessness Address, Case Manager of the Year Award Luncheon, Landlord Appreciation Luncheon, Hard Conversations series
- Marketing
 - Design and produce marketing collateral as needed
 - Update and maintain MDHA website
- Social Media
 - Publicize internal homeless rehousing system meetings, including but not limited to Case Manager Roundtables and CoC General Assembly meetings
 - Develop, maintain, and grow following of Instagram page and other social media geared towards young millennials and Generation Z

- Project management
 - Produce weekly media report for internal customers
 - Manage donor management database and produce reports for internal customers
 - Attend regular meetings related to position
- Community Awareness
 - Network with service providers, partners, and the media
 - Speak and organize speaking engagements for team members to speak on behalf of MDHA
 - Assist in the implementation of the annual Point-in-Time Homeless Count, with a focus on volunteer recruitment, management, and retention
- Racial Equity
 - Be an integral thought partner on MDHA's racial equity efforts and coordinate as necessary

Qualifications and Experience:

- Fundraising experience
- Event planning experience
- Excellent communication skills, both verbal and written
- Marketing and social media experience
- Comfortable serving as public advocate
- Skilled in networking
- Desire to continuously incorporate feedback from the team and work with urgency, humility, and competing priorities; true team player
- Lifelong learner

Requirements:

- Must have reliable transportation, valid state issued driver's license and car insurance. Please note that travel is required on a limited basis
- Limited requirements, must be able to maintain files and lift objects that weigh up to 25 lbs.

Work Hours/Schedule

MDHA considers normal hours of operation Monday – Friday from 8:00am-5:00pm. Some night and weekend meetings may be required. This fulltime position is mostly remote until further notice.

COMPENSATION

- The salary for this position is \$50,000 - \$55,000.
- MDHA provides a laptop and phone.
- MDHA offers 90% of employee, and 50% of eligible dependents, medical, dental, and vision insurance premium coverage.
- MDHA offers paid holidays and a generous PTO package.

TO APPLY

Please send your resume and cover to Nissy New at Nissy.New@mdhadallas.org.