



TNOYS is a nonprofit with an important mission and we are looking for the right candidate to support our team and help us take our work to the next level. Our mission is to strengthen, support, and protect critical services for youth and their families to ensure their success. Our members share a vision of Texas in which all youth are valued, their strengths are recognized, and they have access to the resources, support, and opportunities they need to lead healthy and fulfilling lives.

**Position Title:** Development and Communications Specialist

**Location:** Austin, Texas

**Job Overview:** TNOYS is seeking a Part-Time Development and Communications Specialist to provide development and communications support for the organization. Responsibilities will include managing the organization's communications and fundraising plans in order to ensure that deliverables are met. Support activities may include, but are not limited to, managing contact lists and databases, developing and distributing newsletters and other organizational communication materials, updating the TNOYS website, and providing event planning and support.

**Key Responsibilities:**

Communications and Design --

- Work in close collaboration with the Executive Director to set and achieve short and long-term communications goals, objectives, and targets.
- Manage email communications plan including monthly e-newsletters, event invitations, training opportunities, action alerts and other emails as needed.
- Develop graphic design content and layout for quarterly print newsletters, monthly e-newsletters, and other TNOYS materials as needed.
- Develop marketing materials for meetings and outreach opportunities.
- Regularly update TNOYS website and social media sites in coordination with the organization's communications plan (WordPress, Facebook, Twitter, LinkedIn, YouTube).

Fundraising and Development --

- Work in close collaboration with the Executive Director to manage and implement the organization's fundraising plan.
- Cultivate donor prospects through individual outreach, special events, communication pieces, and meetings.
- Enter new or updated information into donor and member database to ensure accuracy of donor/member files and records.



- Support the development, maintenance, and distribution of fundraising materials (both in print and electronic, including website content, graphics, brochures, flyers, posters, and postcards).
- Manage formal correspondence with member and donors, including welcome letters, thank you letters, etc.
- Attend donor-related meetings and works closely with board members to ensure follow-up with donor prospects.
- Develop, edit, and manage custom donation processing forms.

#### Event Support --

- Support the coordination of program and training events including event pages on TNOYS website, setting up registration process and forms, promoting events through e-mail communications, and following up with event registrants as needed.
- Provide planning support for events to raise community awareness about TNOYS' work and attend these events as appropriate.

#### Other Responsibilities –

- Participate in staff meetings and other TNOYS programs and activities as appropriate.
- Represent TNOYS in a manner consistent with its values and uphold TNOYS Personnel Guidelines.

#### Qualifications:

- Record of success writing and editing for a range of external audiences, with a variety of print and online communications media.
- Experience creating graphic design elements for use in print and online media.
- Experience with WordPress, Microsoft Excel, and MailChimp required. Experience with Salesforce preferred.
- Experience working with social media platforms including Twitter, Facebook, YouTube and LinkedIn.
- Experience cultivating donors and building relationships, including experience writing donor communications pieces such as annual campaign letters, membership letters, and newsletters.
- Experience in event logistical support, including building registration forms and event promotion.
- Action oriented and creative; energetic, creative, flexible, and innovative thinker, maximizing impact and efficient use of resources.
- Ability to work independently and in a team, and to routinely manage multiple priorities. Must enjoy working in a highly creative, collaborative, fast-paced, and professional culture, emphasizing excellence and teamwork.



- Passion for working with and serving youth and services supporting youth and families.

**Position Type:**

This will be part-time staff position for 20 hours per week. Partial health insurance coverage will be provided. Employee will work remotely at a location of his or her choosing but will be expected to keep regular business hours and be available for in-person meetings in Central Austin as needed.

**Application Instructions:** Please submit a cover letter, resume and writing sample to [hire@tnoys.org](mailto:hire@tnoys.org).

**Closing Date:** Applications will be reviewed on a rolling basis beginning March 4<sup>th</sup>.

*Texas Network of Youth Services is an equal opportunity and affirmative action employer.*