



CREATE, PRESERVE, STABILIZE — SINCE 1971

Communications and Development Coordinator

ABOUT MISSION HOUSING:

Mission Housing Development Corporation (MHDC) develops high-quality, well-managed, affordable, sustainable communities that promote the self-sufficiency of low- and moderate-income families, seniors, and persons with diverse needs and offers technical assistance to service providers that meets the needs of special populations with a comprehensive vision of community. MHDC own approximately 37 affordable housing buildings serving over 3,500 families and individuals with diverse ethnic and cultural backgrounds in San Francisco's Mission District. In 2021, Mission Housing celebrates its 50th anniversary.

SUMMARY:

Under the supervision of the Senior Communications Manager, the Communications and Development Coordinator will advance Communication and Development efforts at Mission Housing by assisting in the development and execution of the organization's plan to increase brand recognition while creating a sustainable approach to fundraising. The candidate must be comfortable with switching seamlessly between core job duties including but not limited to: content creation, public relations, preserving the accuracy and integrity of MHDC's database, and special event support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in the implementation of a communications strategy that tells the Mission Housing story, employing best practices of digital marketing, brand management, content creation and distribution across all platforms.

Generates content and conducts daily reviews to ensure the portfolio of Mission Housing websites are functioning properly.

Assists with graphic design/art direction and coordination production of print collateral and multimedia materials/presentations as needed.

Composes and posts Mission Housing's e-newsletters on the company website, social media and through targeted email campaigns.

Provides administrative support across the department to support the fundraising goals of the organization. Maintains donor tracking, and organizational systems of the department.

Coordinates and executes the gift stewardship process, working with the management team to ensure that gifts are acknowledged with speed, accuracy, and inspiration.

Oversees the creation of a new fundraising database and ensures the accuracy of donor records, and best practices to track and report results. Trains and guides Mission Housing staff to use this tool.

Coordinates the in-kind donation process, and assists the staff in onboarding and training related to the in-kind tracking system.

Coordinates execution and logistics of special fundraising events as well as administration/logistics for other smaller development and cultivation events

Researches and recommends brand awareness building events and projects in Mission Housing target markets to Mission Housing's management team.

Creates PowerPoint presentations for front-facing and internal audiences.

Supports departments during fundraising and Mission Housing event planning.

Researches mechanisms to achieve objectives of Mission Housing campaigns and media goals.

Collects public opinion data from various sources on relevant environmental, political, social, and economic issues.

Monitors and assesses content success, both for social media and Mission Housing's website.

Maintains the organization's press tracking data and produces press tracking reports at the supervisor's request.

Coordinates photography for/of events, activities, etc. for use in publications, media, etc.

Coordinates vendor relationships.

Assists with creating and editing flyers, posters and other media for various departments within the organization.

Coordinates, secures and directs the utilization of all Mission Housing digital/online tools and app integrations.

Contributes to the execution of Mission Housing's social media plan while monitoring the impact of said plan -- effectively analyzing, reviewing, and reporting on the effectiveness of campaigns

Supports Mission Housing's social media planning on media issues; seek and pursue partnership opportunities in high-priority media issues and areas.

REQUIRED SKILLS, ABILITIES, QUALIFICATIONS:

Bachelor's degree from an accredited university or college in Marketing, Communications, Development, Journalism or a combination of education and experience.

Minimum of 1-year as a brand, communications, or development professional

Professional, customer-service oriented attitude and demeanor.

Ability to work productively and under limited supervision; to work well independently and as a collaborative team member.

Demonstrated proficiency in the Adobe Creative Suite, Microsoft Office Suite and Google Office Suite.

Demonstrated proficiency knowledge of Website Content Management, such as Wordpress and e-mail campaign programs such as Mailchimp.

Demonstrated success managing and executing multiple priorities and projects for multiple team members based on business needs.

Demonstrated success managing complex projects from conception through completion, including tracking of resources, deadlines, budget, and all other related items.

Ability to work well under pressure and successfully meet deadlines. Ability to be effective and flexible in stressful situations (i.e., unexpected problems, tight deadlines.)

Strong interpersonal and communication skills (written and verbal.)

Excellent organizational skills, strong attention to detail, high regard for accuracy and top quality work.

Effective and creative problem-solver and decision-maker with strong initiative and excellent follow-through.

Familiarity with standard office equipment and machines (fax machine, copy machine, postage machine, etc.)

Must be able and willing to travel to all company locations to carry out corporate/administrative duties and responsibilities.

Experience working with diverse groups, i.e. staff, residents, outside contacts.

Commitment to company goals and philosophy.

Mission Housing Development Corporation is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin or disabilities. Please let us know if you need any special accommodations. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Mission Housing Development Corporation is a drug-free work place as required by the "Drug-Free Workplace Act of 1988".

Job Type: Full-time, nonexempt

Location: San Francisco

Pay: \$63,000.00 - \$67,000.00 per year DOE

To apply: Send cover letter and resume to hr@missionhousing.org. Please also submit a link to your portfolio or 2-3 relevant writing samples, along with your resume/letter.