



**SAINT LOUISE HOUSE**

Build. Believe. Become.

<http://www.saintlouiselhouse.org/>

## **Communications and Donor Relations Manager**

### **About Us**

Saint Louise House provides a 2Gen, long-term supportive housing program to mothers and their children who are overcoming homelessness in Central Texas. Our proven program provides stable housing, empowering partnership, and wraparound services. The highly individualized support we provide fosters education, financial literacy, strong family relationships and healthy living, leading to a lifetime of self-sufficiency. All work is guided by the Saint Louise House values of **Hope, Effectiveness, Empowerment, Growth Mindset, Commitment, and Humility**, with a deep belief in the power of women to transform their lives, their families, and our community. A career at Saint Louise House provides an opportunity for growth and professional development while making a lasting contribution to the lives of mothers and their children.

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### **Job Description Summary**

The **Communications and Donor Relations Manager** will guide the strategy for communications, donor support, marketing, and public relations in support of Saint Louise House's development goals. This includes the oversight and production of the agency newsletter, seasonal appeals, website, videos, presentations, social media, and media relations content that consistently articulates the Saint Louise House mission and lifts the visibility of the Saint Louise House program to attract and retain potential and current donors. The **Communications and Donor Relations Manager** is a passionate professional with the ability to take information and transform it into exciting and meaningful messages for dissemination to diverse audiences through a variety of creative channels.

### **Benefits**

Saint Louise House invests in our employees in a variety of ways. We provide the tools and support needed for all staff so that they can provide the highest quality of services to our families. In addition to fostering a positive, learning, and supportive work environment, we also offer:

- A Competitive Salary
- Paid Time Off (160 hours a year)
- Paid Holidays (12 days a year)
- Health / Dental / Vision Insurance
- Life and disability Insurance

### **Responsibilities include, but are not limited to,**

- Creating and managing dynamic and creative mission driven agency content
- Planning and managing seasonal campaign appeals; donor and community outreach materials.
- Donor and volunteer relationship management in partnership with the Vice President of Philanthropy
- Budgeting for media relations, event planning and marketing
- Collaborating actively with agency leadership
- Designing repeatable strategies for the agency's Communications Program to increase and promote brand identity and agency visibility
- At the direction of the Vice President for Philanthropy, oversee the research, writing and production of publications, brochures, annual reports, event collateral, and other materials needed to enhance the agency's signature events
- Strategically disseminate messaging through website management and use of social media channels, print media, radio, etc., as well as speaking engagements and community events.

### **Skills**

- Direct work experience in nonprofit communications or nonprofit development and demonstrated success in developing and implementing communications and fundraising strategies.
- Well-organized, self-motivated, and a highly collaborative work style.
- Demonstrated relationship building, solicitation and negotiation skills.
- Persuasive writing and strong verbal communication.
- Understanding of the needs in the community related to Saint Louise House's mission and ability to work well with diverse populations.
- Database management experience.
- Comprehensive knowledge of social media and experience implementing communications and fundraising strategies using social media preferred.
- Experience with budget planning and management.
- Event Planning and event timeline management.
- Effective communication skills with an inclusive approach to collaborating with people.
- Demonstrated experience using data to drive decision-making.
- A business acumen with a strategic ability to address workplace challenges.
- Displays the highest standards of discretion, ethics, continuous improvement, and professionalism.

### **Education and Experience**

Saint Louise House welcomes applicants whose practical experience, and depth of education aligns with our organizational values of **Hope, Effectiveness, Growth Mindset, Commitment, Empowerment and Humility**. Our ideal candidate has the depth of education and training to collaborate with diverse community members to amplify the Saint Louise House mission. Saint Louise House is committed to the recruitment, selection, development, and promotion of employees based on individual merit. Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, national origin, age, or disability. We

encourage applicants from traditionally underrepresented groups and diverse backgrounds, who mirror the population we serve.

**To apply for the position, please send Cover Letter and Resume to:**

Sherri Fleming, Human Resources Project Manager at [sfleming@saintlouisecouse.org](mailto:sfleming@saintlouisecouse.org)

For more information about Saint Louise House, please visit [www.saintlouisecouse.org](http://www.saintlouisecouse.org)