

Summerhouse Houston Advancement Associate

Reports to: CEO

Status: Salaried, full-time

Position Summary

Summerhouse Houston is seeking an organized, mission-driven professional to support and execute community engagement, fundraising, and communications initiatives. This is a hands-on, early-career role with the opportunity to build experience across events, donor relations, and marketing while working closely with the CEO in a small, collaborative team. This role is ideal for a candidate looking to grow their career in nonprofit development and gain broad, hands-on experience across multiple functions.

The ideal candidate is a strong project manager, creative communicator, and relationship builder who thrives in a fast-paced nonprofit environment and is passionate about creating opportunities for adults with intellectual and developmental disabilities.

Key Responsibilities

Fundraising Events & Special Projects

- Serve as the operational lead for Summerhouse's three annual fundraising events - managing timelines, checklists, and logistics from planning through post-event wrap-up
- Coordinate vendors, venues, and supplies; track contracts, deposits, and deliverables
- Manage volunteer recruitment, scheduling, and day-of coordination
- Handle attendee registration, communications, and check-in processes
- Coordinate auction, raffle, and donor recognition logistics
- Support sponsorship fulfillment, ensuring sponsor benefits are delivered and acknowledged
- Track event budgets and expenses; compile post-event revenue and attendance reports
- Assist CEO with sponsorship outreach and stewardship follow-up tied to each event

Marketing & Communications

- Create and schedule social media content that highlights mission impact, employment success stories, events, and community partnerships
- Produce bi-monthly e-newsletters for donors and supporters
- Assist with external facing materials as directed by CEO
- Support website updates and help maintain brand consistency across materials
- Produce printed event collateral, signage, and campaign assets using Canva or similar tools

Community Outreach & Public Relations

- Represent Summerhouse at community resource fairs, networking events, and public engagement opportunities
- Help build awareness with prospective donors, corporate partners, and volunteers
- Support outreach efforts tied to employment partnerships and program visibility

Development Operations

- Own day-to-day management of the donor database (Givebutter) - entering and maintaining accurate records for donors, sponsors, volunteers, and events
- Process gifts and prepare donor acknowledgment letters in a timely manner
- Generate reports, lists, and dashboards that support campaigns, event planning, and fundraising strategy
- Track pledges, follow-up actions, and donor pipeline activity in coordination with the CEO
- Support donor stewardship: thank-you notes, milestone outreach, and retention efforts

- Assist with grant support materials including impact stories, program data, and funder report formatting; CEO owns grants strategy and pipeline
- Help identify lapsed donors and flag opportunities to re-engage or upgrade giving

Qualifications

Required

- Bachelor's degree or equivalent experience
- 1-2 years of experience in a nonprofit, fundraising, event coordination, or communications setting
- Strong writing skills - clear, warm, and mission-aligned across formats
- Highly organized with strong attention to detail; able to manage multiple deadlines and moving pieces simultaneously
- Proficiency in Microsoft Office, Canva, email marketing tools, and social media platforms
- Comfortable working evenings and weekends during event periods

Preferred

- Experience with a donor CRM (Givebutter, Bloomerang, Little Green Light, or similar)
- Hands-on experience coordinating fundraising or nonprofit events
- Graphic design or content creation skills
- Genuine passion for disability inclusion, employment equity, or community impact

Why Join Summerhouse Houston

In a large development shop, you might spend years in one lane. Here, you'll own real pieces of the fundraising operation, running events end-to-end, keeping donor systems accurate and actionable, and creating communications that connect supporters to the mission. You'll do it alongside the person leading the organization, in a role with genuine variety and visibility. If you're early in your nonprofit career and want to build a strong foundation fast, this is that opportunity, in service of a mission that genuinely changes lives for adults with intellectual and developmental disabilities across Greater Houston.

Salary Range: \$48,000 – \$55,000, commensurate with experience

Benefits include:

- 31 paid holidays annually
- 12 days of paid time off
- Partially employer-paid health insurance
- Dental and vision insurance options
- Retirement plan with employer match
- Hybrid work opportunities (outside of event and on-site needs)
- Mileage reimbursement for events and community outreach
- Flexible schedule outside of peak event periods
- Professional development and growth opportunities

To apply please email your resume to:

Info@summerhousehouston.org