

**Summerhouse Houston
Community Relations Director**

Reports to: Executive Director/CEO
Status: Salaried, typically 30 hours per week.
Range: 45,000-50,000
Benefits: 30 holidays plus vacation and personal time, health/dental/vision insurance
Respond to: michelle@summerhousehouston.org

JOB SUMMARY:

The Community Relations Director for Summerhouse Houston (SHH) assists the Executive Director and the board of directors in coordinating and developing fundraising strategies, oversight and coordination of a robust volunteer program, marketing/PR, and community outreach for the organization.

ESSENTIAL FUNCTIONS:

1. Analyze and implement appropriate ways to bring organization's mission and vision messaging to the following target groups:
 - a. Community-at-large
 - b. Potential member families and service recipients
 - c. Employees
 - d. Volunteers
 - e. Potential and regular donors
2. Execution and follow-up of special event fundraisers to benefit SHH, including working with board to create concept; developing budget; securing location; arranging for food and activities/entertainment; managing expenditures; developing guest lists and invitations, and securing and overseeing volunteers.
3. Donor cultivation: Represent SHH to various constituencies, i.e.: speaking to organizations in order to provide information about and to promote SHH's mission; overseeing the recruitment, training and deploying of volunteers in service and in support of SHH's operations; and promoting and raising awareness of SHH's mission through connections and engagement in multiple and diverse sectors of the greater Houston community.
4. Assist the Executive Director in the oversight and general operations of capital campaign coordination and strategies as well as planning and coordinating ongoing fund development and stewardship program.
5. Assist the Executive Director with grant writing and reporting as needed.
6. Perform other duties as required.

QUALIFICATIONS

1. The incumbent should possess a Bachelor's degree in a related field, plus three (3) to five (5) years' experience in administration, marketing/PR and/or fund development planning and execution; or a Master's degree and one (1) years' experience in administration, marketing/PR and/or fund development planning and execution.
2. Must be detail-oriented and possess exemplary communications skills – both written and verbal.
3. Ability to plan and organize complex projects and successfully handle multiple tasks

- and multiple deadlines.
4. Possess business acumen with the ability to interpret and analyze information and data.
 5. Ability to effectively present information and respond to questions from diverse groups representing business, civic and religious organizations, along with the general public.
 6. Clean DMV record and valid Texas State driver's license
 7. Ability to pass background check
 8. Flexibility in days and hours available for scheduled work.