



## **HAMILTON-MADISON HOUSE IS SEEKING A DEVELOPMENT & COMMUNICATIONS MANAGER**

### **About Hamilton-Madison House**

Hamilton-Madison House (HMH) is a historical nonprofit community services organization dedicated to improving the quality of life for residents of the Two Bridges/Chinatown area of Manhattan's Lower East Side and beyond. HMH operates a wide range of programs including childcare, senior services, behavioral health, and immigrant and community services. More information on Hamilton-Madison House can be found at [www.hamiltonmadisonhouse.com](http://www.hamiltonmadisonhouse.com).

### **Position Description**

The Development and Communications Manager (DCM) will play a major role in efforts conceived by the Board and executive management in a recent strategic planning effort to increase the amount of funds while also raising the organization's profile. The DCM will report to HMH's Development Consultant and will interface regularly with HMH's Executive Director and the leaders and members of HMH Board's Development and Governance Committees.

### **Responsibilities include**

- Supporting efforts of Board members to perform fundraising
- Coordinating production of fundraising events (including virtual events)
- Engaging with alumni (former HMH Board members and supporters and their family members)
- Coordinating efforts to encourage planned giving among Board members and other supporters
- Executing online fundraising initiatives
- Elevating HMH's online presence, including instituting website enhancements, developing social media content, managing social media accounts and gaining conventional media coverage
- Developing marketing materials

### **Skills and Qualifications**

- Bachelor's degree and a minimum of three years of development/communications/social media experience with nonprofit organizations. Experience with human service organizations and knowledge of programs such as those operated by HMH is a plus.
- Commitment to supporting under-resourced New Yorkers.
- Excellent written and verbal communication skills.
- High ethical standards.



- Ability to collaborate with staff across the organization and HMH's Board of Directors.
- Energetic self-starter with an entrepreneurial bent.
- Ability to handle and prioritize multiple tasks and work independently under deadline.

**To Apply**

Please send your resume and cover letter by e-mail to [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org). The application deadline is April 6, 2021. No phone calls please.

*Hamilton-Madison House is an Equal Opportunity Employer*