



**Position: Community Engagement Coordinator**  
**Reports To: Executive Director**

This position will energize, welcome, and solicit new ideas for increasing organizational awareness and excitement in furthering the mission and work throughout the greater Houston region. We are seeking a dynamic, hardworking, collaborative team player who is passionate about the organization's mission. This position requires a high level of attention to detail, a thorough understanding of office administrative work, and a self-starter who understands customer service and implementing excellence.

The responsibilities of this position include:

Outreach and Communications

- Track donor benefits and recognition to ensure inclusion of marketing materials and event signage as needed.
- Create new materials as needed to solicit donations from individuals, corporations, and foundations.
- Write content and draft communication for social media posts and email newsletters.
- Write content, capture stories, and pictures from on-going programs.
- Track, organize, and recruit volunteers for activities and events.
- Promote activities and events on social media, including donor benefits.
- Identify and support new events to grow organizational awareness for the organization.
- Grow artist network and awareness among arts organization partners in Houston through events and activities.

Development and Advancement

- Research, cultivate, and initiate new corporate donors and individual donors to support Young Audiences of Houston through sponsorships, contributions, and grants.
- Oversee timely delivery of thank you notes, donor receipts, and recognition.
- Organize and collect donor contact information through Salesforce.
- Solicit organizational in-kind and monetary contributions as needed.
- Provide ongoing board materials and updates to the executive director as needed.
- Provide backup collaboration and support for other related development duties and fundraising efforts.
- Increase unearned income by 20% each year to support and expand free youth services to partners.
- Provide key leadership to all fundraising events and activities for the organization, working with volunteers and donors to grow the organizations free and subsidized services for low-income youth.

Grants

- Write, edit and submit grants and develop supporting materials as needed.
- Work with the programs team as needed to collect documentation for grants and final reports.
- Research, cultivate, and initiate new grants for operating and program support.

- Maintain existing program and operating support grants as needed.
- Keep track of grant reporting and grant application deadlines through the Grants Calendar.
- Generate an increase of 5% in new grant revenue for the organization annually.
- Attend meetings as needed and provide team with strategic guidance.

#### Project Implementation

- Collaborate with program staff as needed to develop new ideas and initiatives to increase contributed support to organization.
- Attend programs, take pictures, capture testimonials, and other duties as needed.
- Provide special projects implementation and support as needed both on and off-site as related to organizational activities.
- Attend and provide support for artist events and activities.
- Provide backup on evaluations for program team.
- Organize and create annual marketing and communications plan for organization.
- Recruit, contact, and secure volunteers for events as needed.

#### Administration

- Answer incoming phone calls and emails and provide a high level of customer service.
- Maintain a fundraising database, ensuring that donation and tracking information is updated and accurate.
- Update and research all current and new potential supporters in Salesforce and Excel.
- Provide key staff support to the Executive Director and Gala Chairs for the annual fundraiser as needed.
- Update website information and content for all special events, and fundraising and special project initiatives.
- Work with program staff to ensure program content is updated and accurate.
- Oversee and implement donor software at special event fundraisers, this includes Salesforce, Give Butter, and Auction software.
- Track receipts, expenses, and program reports as needed for all grant reports.
- Pick up supplies and materials for offices or programs as needed.
- Other duties as assigned.

This position will require occasional weekend and evening work for special events or program support. This position requires a high-level of detail, ability to multi-task and to move forward projects and work with minimal oversight.

Technology Knowledge: Canva, Social Media Platforms, Wix, Salesforce, Microsoft Office, Apple computer systems.

Ability to lift 35 pounds and stand/sit for long period of time.

Must have reliable transportation and a vehicle to attend off-site events and activities and run office errands and applicable insurance.

**To Apply: Send Resume, Salary Requirements, and (3) Professional References to Mary Mettenbrink**  
**Email: [yahou@yahouston.org](mailto:yahou@yahouston.org)**  
**No phone calls.**