



Job Title: Marketing & Development Program Assistant
Reporting Structure: Reports to the Executive Director
Job Hours: Full Time, Non Exempt - Mon, Tues, Thurs, Friday; 10am – 7pm and Saturday or Sunday; 10am - 7pm
Location: Missouri City and/or Rosenberg
Benefits: Comprehensive benefits package including medical/health, dental, vision, short-term disability, life insurance, etc.
Salary: \$13.00 to \$18.00 per hour

Board of Trustees

- Jim Uschkrat
Board President
- Karen Jennings
Vice President
- John Tipton
Secretary
- Edward Brasher
Treasurer
- Jonathan H. Phillips
- Kirby Bledsoe
- Doug Earle
- Matthew Dobbs
- Ja Paula Kemp
- Rashmi Sheel
- Oscar Telfair III
- Denise Lloyd
- Judge J. Christian Becerra
- Tia Daniel

Job Role: This position plays a vital role in supporting the Executive Director and contributes to the growth and long-term sustainability of the organization. The Marketing & Development Program Assistant provides essential assistance in managing all financial, development, and marketing activities undertaken by the Executive Director. The successful candidate will help maintain the organization's positive reputation and achieve its financial goals. The role involves diverse responsibilities and tasks, including but not limited to:

Key Responsibilities:

Community Relations/Communication/Marketing:

- Promote the organization's image in the community through various channels, including web, visual, in-person, and written materials.
- Foster positive relationships with businesses, individuals, media outlets, congregations, non-profit partners and foundations in order to generate philanthropic support for the organization, in collaboration with the Executive Director.
- Maintain the organization's web presence, including managing social media accounts and e-blasts.
- Conduct tours of the organization and host information sessions to raise awareness of its mission and activities.
- Collaborate with staff to collect stories from guests and volunteers for marketing purposes.

Individual Giving Cultivation & Stewardship:

- Assist the Executive Director in implementing, managing, and evaluating the individual giving development and marketing plans.
- Cultivate, steward, and expand relationships with donors, providing excellent service based on fundraising best practices and organizational values, in partnership with the Executive Director.
- Collaborate with the Executive Director to report to donors on the use of their gifts, arrange donor meetings, and acknowledge gifts appropriately.
- Ensure timely completion of appreciation/thank you notes, tax receipts, phone calls, and other donor communications.
- Support fundraising events in collaboration with the Finance, Events, Marketing, and Development committees, and Executive Director.
- Coordinate targeted direct mail and e-mail campaigns.
- Maintain donor database, entering new donors, contacts, and donations. Ensure the accuracy of the database, update it regularly, and generate reportable data.
- Engage and assist the marketing and development committee in stewardship and marketing efforts.

Vera L Johnson
Executive Director

EAST CAMPUS
 4645 Cartwright Rd
 Missouri City, Texas 77459
 281.403.3923

WEST CAMPUS
 1002 Wilson Drive
 Rosenberg, TX 77471
 832.847.4734

FortBendFamilyPromise.org



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Grant Administration:

- Support the Executive Director, and team in developing individual program budgets.

Administrative:

- Respond to calls from prospective donors regarding financial and item donations, as well as prospective volunteers.
- Greet families, answer the door, and collect new donations.
- Assist in maintaining accounting systems for capturing pledges, billings, and receipts.
- Perform additional responsibilities as needed.
- The Marketing & Fund Development Program Assistant should possess the following knowledge, skills, and abilities:
 - Excellent verbal and written communication skills.
 - Fundraising experience, particularly in cultivating individual giving, is essential.
 - Possess a positive and energetic attitude with a proactive approach to tasks.
 - Ability to interact professionally and personably with diverse constituents, including government, corporate, and faith-based partners.
 - Outstanding organizational, judgment, and problem-solving skills, with a strong sense of intuition.
 - Proficiency in computer skills, including experience in database management.
 - Demonstrated ability to establish systems to enhance productivity. Self-management skills and the ability to handle multiple projects and deadlines simultaneously with attention to detail.
 - Commitment to maintaining high ethical standards, discretion, and confidentiality. Operate with professionalism, integrity, and honesty.
 - Possess at least 2 years of college education or related work experience.
 - Experience working with a growing organization, evaluating opportunities, and capitalizing on those that align with our mission.

Work Environment & Measuring Success:

- Fort Bend Family Promise has a small staff and relies on a large pool of volunteers.
- The staff offices are located in the Day Center of the hospitality network.
- The success of this position is measured by achieving fundraising benchmarks, expanding brand/marketing reach, and increasing the success rate of keeping families together in a safe environment.

Physical and Emotional Demands:

This position may involve lifting/carrying items weighing 20-30 lbs, walking, stair climbing, sitting, standing, driving, and prolonged visual concentration. Working in an environment with families experiencing homelessness requires mental and emotional strength, adequate self-care, and awareness of one's surroundings.