



Looking for a career where you can make a difference in the lives of children and families? The Communications and Development Specialist position at Arms Wide is the job for you!

Arms Wide is a child and family serving organization with a 46-year history that is deeply committed to transforming the lives of children in need of safe and nurturing permanent families in Houston and South Texas. Our transformational programs include no-fee foster care, foster care adoption, kinship care and permanency support services. We are currently hiring a Communications and Development Specialist to add to our team.

### **Position Description**

The Communications and Development Specialist will provide support for Arms Wide's development department to reach annual fundraising goals and elevate the agency's visibility in the community. Under the direction of the Director of Development, the Communications and Development Specialist will be responsible for a variety of projects related to marketing, public relations, special events, general fundraising, database management, and collateral production. The position requires flexibility and adaptability regarding work assignments.

### **Key Responsibilities**

- Spearhead the development and production of newsletters, e-blasts and annual reports, in addition to coordinating general marketing and promotional materials.
- Maintain Arms Wide's website and social media presence, including the production of blogs and family spotlights, and tracking associated analytic metrics.
- Write and pitch press releases as needed and coordinate media opportunities. Specific media pushes include Child Abuse Prevention Month in April, National Foster Care month in May and National Adoption Month in November.
- Maintain and administer Arms Wide's donor database (Raiser's Edge), including the timely entry and acknowledgement of gifts, reports, mailing list exports and other related tasks.
- Assist the Director of Development in planning and executing special events, including the annual Fulfilling Families Luncheon, All In for Adoption Texas Hold 'Em Tournament, Coastal Bend Day of Giving, and other small events as needed.
- Assist with fundraising concepts and execution, donor and volunteer stewardship, and the solicitation of in-kind donations.
- Provide support to the President and CEO for Board Member communications and meetings, maintaining the official corporate documents for the Board of Directors and Executive Committee.
- Coordinate annual applications and reports to BBB, GuideStar, and SECC.
- Recruit, manage, and oversee Development and Marketing Intern.

### **Experience/Skills Required:**

- Exceptional written, verbal, and interpersonal communication skills.
- Excellent computer skills, specifically in Microsoft Office and Adobe Creative Suite.
- Strong attention to detail and accuracy. The ability to produce polished work with minimal oversight is a must for this position.
- Ability to build rapport with donors, volunteers, and the public with diplomacy and discretion.



- Integrity, professionalism and dedicated work ethic.
- Personal and professional confidence accompanied by a sense of humor and empathy toward others.
- Self-motivated and proven ability to work as a member of a high-performance team.

**Experience/Skills Preferred:**

- 3+ years' experience working for a non-profit organization, preferably in development or communications, would be considered a plus.
- Donor management software (Raiser's Edge) experience strongly preferred.
- Bachelor's Degree preferred but relevant work experience will be accepted in lieu of degree.

**Our Benefit Package Includes:**

- Medical, dental and vision plans for employee and eligible dependents
- 401k retirement plan with match
- Paid life insurance
- Generous vacation plan
- Paid holidays each year (10 days)
- Two paid "Employee Choice" days each year
- Convenient central location with free parking
- Employee Assistance Program
- Employee Discount (Perks) Program

Programs, resources, and benefit eligibility vary based on scheduled hours worked and length of service at Arms Wide.

Arms Wide is an equal opportunity employer. Arms Wide is committed to selecting and employing the best and most qualified person available for each job opening without unlawful discrimination of any kind. Additionally, Arms Wide is committed to providing a work environment free of discrimination and harassment based on race, color, sex (including pregnancy, sexual orientation, and gender identity), marital or parental status, veteran status, religion, national origin, age, disability, family medical history, genetic information, or political affiliation.

For more information about Arms Wide, please visit our website at [armswide.org](http://armswide.org).

To apply, please send your resume and cover letter to [careers@armswide.org](mailto:careers@armswide.org). Please indicate your salary requirements in your cover letter.