

Development and Communications Associate

The **Cleveland Restoration Society (CRS)** is a non-profit, 501(c)(3) organization dedicated to the preservation of Greater Cleveland's historic resources. CRS advocates for the preservation of historic landmarks in Greater Cleveland; promotes awareness of historic resources through special projects like Cleveland's Civil Rights Trail; sponsors events for its members; operates a Sacred Landmarks Support Initiative to aid the caretakers of religious landmarks with repair and maintenance issues; and operates the Heritage Home Program, a unique homeowner assistance program, in 44 communities in Cuyahoga, Geauga and Lorain Counties.

The **Development and Communications Associate** will leverage various communications platforms—both digital and traditional—to drive donations, membership contributions, and community engagement. The associate will focus on building the Cleveland Restoration Society brand, work closely with the Director of Development on fundraising campaigns and initiatives, oversee fundraising data in the Charityproud CRM database, and assist with special events. This position requires the ability to provide excellent customer service, knowledge of various digital media platforms, and a high level of creativity for content creation.

Hours per week: 40 (9 a.m.-5 p.m., as well as some evenings and weekends)

Annual salary: \$39,000 or higher depending on relevant experience.

Benefits: Medical, 5 personal days, 10 vacation days

Hybrid Work Arrangement: After an initial in-office training period, the **Development and Communications Associate** will work from the office two to three days a week and may work remotely the remainder of the time. The **Development and Communications Associate** is expected to work occasional nights and weekends for special events.

Responsibilities include:

- Creating, editing, and publishing engaging content on Facebook, Instagram, LinkedIn, and YouTube, with the potential for expanding to other platforms such as TikTok
- Growing CRS's digital audience by engaging with followers and brainstorming ways to gain new followers
- Driving membership and donations by generating personalized direct mail, email, and social media appeals to current and prospective members
- Analyzing data-driven reports and trends to implement social media strategies that best leverage CRS's growing digital presence for fundraising support
- Overseeing and analyzing the CRM database, Charityproud, for reporting, segmented list generation, donations, and event registrations with a high degree of accuracy
- Creating and sending educational, fundraising, and event email marketing content to donors, media, businesses, and nonprofit organizations on a frequent basis
- Writing and curating content for the monthly e-newsletter, *Perspectives*

- Updating and maintaining the CRS website in WordPress
- Producing and designing marketing materials for events and publications
- Assisting with the planning of three large fundraising events and approximately twelve smaller member events per year both virtually and in person
- Monitoring email accounts and direct messages and answering requests within 24 hours to provide excellent customer service
- Other duties as assigned

The successful candidate will have a minimum of a Bachelor's degree. Excellent critical thinking and writing skills, as well as sufficient computer competency to carry out assigned work, are essential. The **Development and Communications Associate** is expected to be proficient at using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and social media (YouTube, Facebook, Instagram, LinkedIn). The associate should feel comfortable working with and learning how to use various types of software and technology, including: WordPress, Zoom, Canva, and Charityproud.

To be considered for the **Development and Communications Associate** role, please submit the following materials to adoten@clevelandrestoration.org:

- Resume
- Writing sample
- College and (if applicable) graduate school transcripts (unofficial transcripts are acceptable)
- **Optional:** portfolio of digital media or graphic design work

The Cleveland Restoration Society is an equal opportunity employer, hiring without discrimination due to race, color, religion, sex, age, sexual orientation, marital status, national origin, disability or any other protected characteristic established by law. CRS is deeply committed to diversity, equity, and inclusion and seeks a highly diverse pool from which to select the strongest candidate for this position.