William Way LGBT Community Center

1315 Spruce Street, Philadelphia, PA 19107

The William Way Community Center encourages, supports, and advocates for the well-being and acceptance of sexual and gender minorities in the Greater Philadelphia region through service, recreational, educational, and cultural programming.

Position Title: Development and Communications Associate (1 opening)

The Development department is responsible for all aspects of fundraising, including, but not limited to, donor solicitations, annual appeals, a membership program, annual events, foundation and government relations, and working with corporate LGBTQ employee resource groups. The Development department also takes ownership of most of the Center’s external communications, including all social media, a weekly e-blast, a monthly newsletter, and press releases and media alerts.

The Development and Communities Associate processes gift acknowledgements and other mailings, supports the Director of Development on prospect and cultivation activities, including maintaining action lists, drafting and editing correspondence, and working with Development Director to ensure completion. The Associate plays a big role in helping to coordinate and manage special events.

Specific Duties Include:

- Coordinate or assist with outreach efforts as determined by the Development Director.
- Create and manage the organizational Communications Calendar.
- Work with staff to identify potential media opportunities and stories.
- Take responsibility for the organization’s monthly newsletter, weekly e-blast, and social media accounts.
- By liaising with webmaster, keep website content current, and keep the appearance of the site user-friendly, professional and attractive.
- Work with the Committee Chair, prepare agenda for Resource Development Committee and attend meetings.
- Donor data entry and donor recognition.
- In coordination with the Development Director, serve on event committees.
- Work closely with the Development Director with event planning.
- Prepare sponsorship and marketing materials for events.
- Work at major events as requested.

Qualifications:

- Currently enrolled in a four year degree program preferred;
- Proficiency in Microsoft Office Suite; knowledge of Salesforce preferred;
- Strong research skills;
- Excellent written and verbal and communication skills;
- Strong knowledge of and interest in social media, marketing and communications
- Excellent analytical, organizational, and project management skills;
- Ability to handle multiple tasks with strong follow-up skills;
- Ability to work independently and as a member of the team;
- Demonstrated interest in William Way’s mission.

Time Commitment: Ideally, 12 hours per week, prefer either 2 days a week at 6 hours per day or 3 days a week at 3 hours per day. The Center regularly conducts most business between 10:00 A.M. and 6:00 P.M.