



SUPERVISORY RESPONSIBILITY:

- Supervises part-time donor acknowledgements staff and communications contractor.

SCHEDULE:

- This is an exempt 40 hour per week position with a regular schedule of Monday- Friday. Occasional weekend and evening work is expected to support HHSCW programs and events.

QUALIFICATIONS:

- Minimum of five years' experience in development, communications and volunteer relations
- Proficient with donor management software, Word, Excel and Social Media
- Excellent communications and writing skills
- Bachelor's Degree
- Multi-tasking
- Detail oriented