



Job Description – Outreach Coordinator
Nora's Gift Foundation (d.b.a. Nora's Home)

Our Mission: Nora's Home offers transplant patients and their families an affordable place to stay where they can find support and share experiences with others, in the comfort of a home-like environment.

Position Summary: This Full-time position will assist with development, marketing and volunteer outreach.

Essential Functions Include:

MARKETING/SOCIAL MEDIA

- Maintain and update website (WordPress)
- Oversee social media outlets, track metrics and suggest ways to improve engagement
- Develop and share guests' testimonials
- Create content for digital marketing and other campaigns
- Review and manage databases for accuracy

DEVELOPMENT

- Manage outreach efforts to include stewardship of current and potential volunteers, oversee implementation of volunteer program; represent the home at events/fairs, as well as on-site activities.
- Assist with planning and provide support of all development campaign functions, special events and activities.
- Play an active role in donor stewardship by communication directly with donors and helping to solicit monetary and in-kind donations.

Qualifications:

- 3-5 years of professional experience in the nonprofit or communications/marketing sector
- Bachelor's degree preferred
- Passion for the mission of Nora's Home
- Working knowledge of WordPress, MailChimp, Canva, Microsoft Office and Adobe Suite
- Energetic and welcoming personality; encouraging, positive and professional demeanor
- Proficient writing skills
- Ability to perform under minimal supervision with strong attention to detail
- Flexibility with hours as required by the position; ability to work on occasional weekends and evenings for events or meetings.

Salary Range is \$55,000-\$65,000; commensurate with experience. Position is benefits eligible. Qualified applicants please send cover letter and resume to: info@norashome.org. Open until filled.