



Passage Home is a well-respected social service organization and is proud to serve as Wake County's Community Action Agency. Our mission is to break the cycle of poverty and create multi-generational self-sufficiency for individuals and families by helping them achieve housing and income security. We are seeking a **Development and Communications Coordinator** to perform administrative duties related to fundraising and public relations. This role will work closely with the Director of Development and Community Engagement to advance donor stewardship activities and relationship management.

Duties include but are not limited to the following:

- Research and track grant opportunities
- Assist with donor cultivation activities
- Record and acknowledge donations; maintain donor database
- Implement communications plan; maintain website and social media channels
- Produce and implement appeal campaigns
- Provide administrative support for Leadership Team and Board of Directors
- Advance the agency's organizational values: social justice focused, data driven, outspoken, collaborative, trauma-informed, investors.

The ideal candidate will have excellent written and verbal communication skills as well as knowledge of fundraising and communication principles and practices. Project management experience and attention to detail required for success. Must be comfortable to prioritize tasks and follow through with minimal direction.

A relevant college degree is preferred but not required. Demonstrated experience in one or more core job functions is required; must have proficiency in use of Microsoft Office and ability to learn constituent relationship management database. Familiarity with diverse populations and the nonprofit human services landscape is helpful.

The starting salary range for this position is \$45,000-\$50,000. Passage Home offers a family-supportive work environment, a flexible hybrid work schedule and a comprehensive benefits package.

All qualified applicants will receive consideration for employment without regard to race, color, religion gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. Passage Home is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity and certified Family Forward employer.

Please send cover letter and resume to hr@passagehome.org and include position title in the subject line.