



Job Posting

Development & Communications Associate

The Organization

The North Lawndale Employment Network's mission is to improve the earnings potential of people in North Lawndale and surrounding communities through innovative employment initiatives that lead to economic advancement and an improved quality of life.

For two decades, North Lawndale Employment Network (NLEN) has served residents of Chicago's North Lawndale and nearby West Side communities, delivering employment services to those with significant barriers. Since our founding in 1999, NLEN has established a network of caring staff offering job training and job skills certifications that open doors to family-sustaining wages; and help soften the stigma of having a criminal record or of being poor, and provide pathways to jobs and prosperity.

The Opportunity

The North Lawndale Employment Network seeks to harness the talents of a professional whose compelling communications, digital marketing and fundraising expertise will connect stakeholders and vital resources to our mission to increase NLEN's impact. The Development & Communications Associate will play a leading role in setting and implementing NLEN's development and communications plans to achieve annual fundraising goals and enhance the organizations' overall brand. You will...

- In collaboration with the Chief Development Officer develop and implement an actionable strategy for annual communications, website, and social media work plan, with clear, quarterly goals
- Design, edit and publish NLEN's print and electronic communications
- Responsible for the graphic design development, execution and distribution of all donor and client promotional materials
- Prepare press releases and manage all media contacts
- Maintain active social networking presence and generate content for various platforms to engage existing and potential constituents
- Leverage data-driven insights to advise on audience segmentation and communications across digital channels
- Fulfill photography needs at special events
- Oversee the organization's data collection of donor and prospect information, gift entry and other procedures necessary to ensure accurate and timely information and donor acknowledgements
- Support planning and execution of special events organized with focus on donor/sponsor experience, solicitation and stewardship
- Create and execute fundraising appeals through direct mail and online fundraising
- Support individual donor initiatives, ensuring all donors are appropriately recognized

Who You Are

- You have a Bachelor's degree or equivalent experience required
- You have 3-5 years of experience in fundraising, marketing, or sales

- You have proficient in Microsoft Office suite, email campaign platforms (i.e., Mail Chimp), and experience using CRM platforms/donor databases (i.e., Salesforce, Raiser's Edge, Blackbaud, Little Green Light), as well as online forms
- You have strong experience in communications, graphic design, storytelling and/or photography
- You have strong writing skills both in short and long form (i.e. for social media, direct mail appeals, press releases, and foundation reports)
- You are willing to work occasionally on evenings
- You have proficiency in Microsoft Office Suite, Adobe Creative Suite programs, email marketing software, WordPress and social media
- You have experience in SEO and Google Analytics

Why You Should Apply

- Opportunity to be a part of an organization with demonstrated leadership within the community
- To boast that your work helped shape the future of our clients by helping to increase their livelihoods and quality of life
- To enjoy the competitive benefits we offer to include:
 - ✓ Group health, dental, and vision insurance
 - ✓ Compensation dependent upon experience and qualifications
 - ✓ 401(k) plan
 - ✓ 11 Paid holidays
 - ✓ Professional Development

Salary

\$55k

To apply, please forward your resumé and cover letter to info@nlen.org.