



Society of

St. Vincent de Paul

NORTH TEXAS

3826 Gilbert Ave
Dallas, TX 75219

214 520 0650
www.svdpdallas.org

About St. Vincent de Paul:

The Society of St. Vincent de Paul is a Catholic lay organization that offers direct aid to those in need across nine counties in North Texas. Through personal, compassionate interaction, the Society's members provide short-term financial, material, and emotional support to our neighbors in crisis. In addition, broader Society programs and services help families address the underlying root causes of their basic unmet needs. Things like access to free prescription medication for those without insurance, or support in escaping predatory debt empower neighbors to build a life free from poverty.

Our ideal candidate has social media management and/or communications experience in small to mid-sized organizations and is someone looking for a position with a non-profit organization that makes a real difference in the lives of people in need.

Job Description: Development and Communications Coordinator

Category: Full Time, Exempt

Reporting: This position reports directly to the Director of Development

Duties and Responsibilities:

- ◆ Develop and implement a communications plan to achieve stated objectives and provide support to maintain ongoing updates of key messaging.
- ◆ Develop targeted messaging for publication and informational materials, website, and social media.
 - Manage social media via Facebook, Instagram, X, LinkedIn, YouTube, and other platforms as well as continuously monitoring, measuring, and reporting social media activities, trends, and campaign results.
 - Create, edit, update content on website including ongoing maintenance.
 - Proofread and write copy for campaigns, website, and membership collateral (e.g., formal annual report).
- ◆ Create materials for internal communications, correspondence, presentation materials and reports.
 - Responsible for recording minutes from quarterly board meetings
- ◆ Support day-to-day development operations including campaigns, appeals, and events.
 - Assist with planning event logistics and execution.
 - Post-event follow-up.
- ◆ Lead the development of press releases, media packets, reports, briefing materials, and blogs.
 - Responsible for creation and management of Annual Report
- ◆ Ensure consistent messaging through standardized communications processes and practices including use of current technologies.



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- ◆ Occasional weeknight and weekend work, as needed.
- ◆ Perform other duties as assigned by the Director of Development.

Knowledge, Skills, and Abilities:

- ◆ Strong communication skills, both written and verbal
- ◆ Experience with managing Social Media platforms accounts, especially Instagram, LinkedIn, Facebook, and X (formerly Twitter).
- ◆ Familiarity with WordPress, Divi, Canva and Formstack.
- ◆ Familiarity with Mail Chimp or other blast email platform.
- ◆ Good understanding and appreciation for the vision, mission, principles, and practices of the organization.
- ◆ Strong writing, analytical, and problem-solving skills.
- ◆ Experience in event planning, records management, and general administration.

Minimum Qualifications:

- ◆ Bachelor's degree in related field or equivalent experience.
- ◆ 2-3 years prior experience in social media management and/or communication, with preference in nonprofit organizations
- ◆ Microsoft Office proficiency required, ability to create/edit materials using Adobe Create Cloud strongly preferred.
- ◆ Graphic design skills preferred.
- ◆ Experience in donor database management software (Salesforce, Blackbaud, etc.) preferred.
- ◆ Previous website management experience strongly preferred.
- ◆ Preferred bi-lingual communication skills (English and Spanish).
- ◆ Must be able to successfully balance multiple responsibilities/projects and manage them to completion.
- ◆ Applicants who are practicing Catholic with strong knowledge and understanding of Catholic teaching, especially social justice, is preferred.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the position. The duties and responsibilities of the position may be changed at the sole discretion of The Society of St. Vincent de Paul of North Texas.

The Society of St. Vincent de Paul of North Texas reserves the right to modify this job description without notice to the employee. This job description is not a contract and does not alter the employee's at-will employment status.



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Please submit your resume to the hiring manager, NHogan@svdpdallas.org, as noted on the Society of St. Vincent de Paul North Texas website > About Us > Careers > Development and Communications Coordinator <https://svdpdallas.org/about/careers/>