



VISITATION
HOUSE
MINISTRIES

P.O. Box 12074 • San Antonio, TX 78212 • ph. 210-735-6910 • visitationhouseministries.org

Visitation House Ministries

Development Coordinator

Full-Time, Exempt

Visitation House Ministries (VHM) offers a supportive transitional housing and education program for women and their children experiencing homelessness, and educational outreach services for GED completion in Spanish.

VHM is seeking a Development Coordinator, who is a self-starter, highly motivated and works well with a team. This position defines, develops and manages funding resources, inputs information into a donor software, conducts prospect research, event management, manages social media and communications, additional support special projects and administrative tasks as needed.

The Development Coordinator will work in conjunction with the Executive Director and collaborate with the VHM Team. This is an on-site full-time position with the possibility of a hybrid (in-office / remote) work schedule after six months.

Essential Duties and Responsibilities Include:

Development

- Identify, organize, write, and manage a successful grant program by coordinating the accurate submission of proposals and reports to funders per the grant agreement.
- Serve as the primary lead when submitting and managing all grants, including information collection and coordinating with team members.
- Maintain regular communication with VHM team members and maintain comprehensive understanding of program needs, development, project timelines, deadlines, and sustainability.
- Assist with VHM budget and fundraising goals to include realistic expectations for all newsletters, grants and special events.
- Maintain development and grants calendar of newsletters, grants, special events and social media to ensure all activities are well timed.
- Manages and reviews financial reporting and expense tracking in collaboration with the Executive Director.
- Plans and organizes development events and fundraisers including galas, luncheons, and receptions.
- Assists with the setup, during and post supplies and equipment events.

Communications & Marketing

- Manage external communication channels like social media platforms, company websites and media relations, writing copy for business correspondence and adhering to the ministry's identity by publishing content and marketing materials that preserve and elevate the brand.
- In-depth knowledge of best writing and messaging practices for business correspondence, public relations, advertising, marketing and social media.
- Manage and create all social media and marketing materials. Including creating text, images, video etc. to engage supporters.
- Develops and designs invitations, marketing material, social media promotion.

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- Plan, write and prepare newsletters, e-news blast, letters, and additional materials as needed.
- Collaborates with VHM team on the design and implementation to promote event(s)
- Create campaigns, content and other initiatives to promote the ministry's services.
- Perform communications research and monitor the progress of various communications strategies.

Requirements

- Committed to the mission and vision of VHM.
- Bachelor's Degree in English, creative writing, communications or related area.
- Minimum of 2 year of experience in the grant writing/nonprofit sector.
- Strong creative writer with problem-solving skills and excellent communication.
- Knowledge and experience in the grant process including proposal submission and requirements.
- Strong prospecting, organizational and time management skills.
- Strong computer skills, MS Office and Canva.
- Experience interacting with a diverse range of individuals and organizations.
- Ability to work independently/as a self-starter, as well as a team member.
- Have experience with Microsoft Office Suite and ability to learn donor data base and tracking spreadsheets.
- Ability to maintain confidential information appropriately and work in partnership with Executive Director.

Skills: Experience in administrative skills, strong organization, strong communication and interpersonal skills, professional office environment.

Candidates must have a valid Texas driver's license, a reliable transportation and liability insurance.

- Physical demands for the Development Coordinator include but are not limited to sitting for long periods, use of a computer, operating a vehicle, walking, climbing stairs, and lifting up to 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.
- This is a full-time exempt position. Must be flexible for occasional weekend and evening work required.

Visitation House Ministries is an Equal Opportunity Employer committed to a culturally diverse workplace.

Please email resume:

Subject Line: Development Coordinator

Email: Andrea Hofstetter, andrea.hofstetter@amormeus.org

Application deadline is rolling, please no phone calls.