



## Membership and Communications Officer

### About the NC Housing Coalition

For more than 30 years, the North Carolina Housing Coalition's mission has been to ensure that every North Carolinian has a home in which to live with dignity and opportunity. That mission is furthered by mobilizing a statewide network of individuals and organizations to enhance each other's work and to collectively advocate for policy change at the federal, state, and local levels.

North Carolina Housing Coalition is an equal opportunity employer and does not discriminate on the basis of race, religion, sex, gender identity, age, national or ethnic origin, disability, sexual orientation or marital status.

### Position Overview

The Membership and Communications Officer is responsible for forwarding the Coalition's mission by ensuring the cultivation, connection, and mobilization of a diverse membership base. The Officer also works in close coordination with the Executive Director to manage all conferences and other events.

### Responsibilities include, but are not limited to:

- Managing the membership/donor database and maintaining timely correspondence with all new and expiring members;
- Working with the Executive Director to develop and implement an impactful membership engagement/communication strategy;
- Develop and design annual report;
- Assisting the Executive Director in writing and submitting any applications, documentation, and reports for grants as needed;
- Responding to or directing communication to the Coalition's organizational email account and main phone line;
- Coordinating the logistics for the Coalition's Fall Affordable Housing conference;
- Coordinating the logistics for the Coalition's Spring Homelessness conference;
- Assisting in the production of the semi-monthly *Housing Matters* publication;
- Maintaining the jobs board on the website and through *Housing Matters*;
- Assisting in the development of new and the maintenance of existing policy resources such as the County Profiles and the Mapping Tool;
- Serving as the primary contact for any external communications and marketing firms in coordination with the Executive Director;
- Managing website and social media content to ensure that it is up-to-date and timely; and
- Assisting in administrative tasks to support the mission of the Coalition as assigned.

**Desired Qualifications:**

- Experience with member relations, event planning, and/or database management;
- Expertise in a housing and/or community development organization is preferred;
- Strong oral and writing skills and an attention to detail;
- Deep commitment to equity as a fundamental value of their work; and
- Proficient in use of databases, Microsoft Office applications, and social media.

**Time and Compensation:**

- Regular, full-time; and
- Competitive salary and benefits

**If interested:**

Please send a resume, references, and a cover letter about your career goals to [sgunter@nchousing.org](mailto:sgunter@nchousing.org) with the subject line “Job Applicant” by COB Friday, January 11.