



Job Posting #102

Title: Development & Communications Coordinator

Type: Part-time, Volunteer

Benefits: Class Credit Optional

Duration: Flexible - 3 months – 1 year; 10 - 20 hours/week

Hope for Haiti Foundation (HFHF) seeks a qualified and motivated candidate for the role of Development & Communications Coordinator at its head office in Raleigh, North Carolina. The position is part-time, unpaid for a duration of 3 months to one year depending on the availability and interest of qualified candidates. Those interested in taking a strong leadership role and gaining in-depth, hands-on experience with a non-profit organization, as well as becoming an integral part of the HFHF team, will find this position very rewarding.

HFHF is a 501c3 working in rural Haiti in the areas of medical care, education, and community development. The Foundation's work impacts individual Haitians, consequently empowering them to act and change their own nation. Visit www.hopeforhaitifoundation.com for more information.

Duties & Responsibilities:

- Research new funding opportunities including grants, corporations, and major donors
- Assist in writing, editing, and submitting grant proposals
- Develop & implement system to track in-kind donations
- Work with marketing team to coordinate fundraising & recruiting events
- Work closely with marketing team to design and manage third party fundraisers
- Manage HFHF's online profiles on grant and foundation websites
- Track volunteer hours and manage production of volunteer newsletter
- Additional duties as assigned

Supervised By:

- Executive Director
- Works closely with Marketing Director and Marketing & Communications Intern

Qualifications:

- Bachelor's degree, or degree seeking candidate preferred
- Self-starter who is highly motivated and organized

- Excellent written and communication skills
- Computer literate with proficiency in Microsoft Office
- Ability to work within a team
- Ability to complete projects in a timely manner and within budget restrictions
- Ability to work occasional weekends during events
- Interested in International Development preferred

Additional Information:

- Travel to Haiti is not required

Interested candidates should submit a cover letter & resume no later than **Friday, March 4, 2010** to:

Lydia Dant
PO Box 4794
Cary, NC 27513
LDant@hopeforhaitifoundation.com
919-610-6434

Electronic submission is preferred.



For more information about HFHF and our work, please visit us online.

Website: www.hopeforhaitifoundation.com

Blog: www.hfhfnews.blogspot.com

Facebook: www.facebook.com/hopeforhaitifoundation

Twitter: @hopeforhaiti