



# Fundraising & Communications Coordinator

Job open immediately and until filled

## About SGVAHA

The San Geronimo Valley Affordable Housing Association, is a non-profit, community-based organization that has been supporting, advocating and developing affordable housing in our community for more than four decades. Our mission is to create, preserve and manage affordable housing in the San Geronimo Valley and beyond. Our Vision is a culturally diverse and vibrant San Geronimo Valley community that retains its unique rural and natural qualities while offering housing opportunities for people of all income levels and walks of life. SGVAHA owns and operates affordable housing rentals and owner-occupied homes for senior adults and families in the San Geronimo Valley. We offer a collaborative and supportive work environment. Our team of committed professionals and Board of Directors bring their passion, commitment and talents together to support our mission.

## Position Summary

The Fundraising and Communications Coordinator is currently a part-time position that is vital for SGVAHA's goals for growth over the next several years. The position coordinates the fundraising functions of the organization and collaborates with the Board of Directors to implement SGVAHA's communications and community outreach strategies. The ideal candidate will understand and appreciate the importance of integrating fundraising, communications, and community engagement, and will enthusiastically embrace the mission and culture of SGVAHA. The candidate will be self-motivated, a highly skilled multi-tasker, effective communicator with a keen attention to detail. Work experience in fundraising and/or communications in a nonprofit environment, with the ability to work collaboratively with a strong staff and Board team is required. This role offers a growth opportunity to build upon and develop donor relations and implement a coordinated strategy for fundraising, communications, and community engagement activities.

## Position Specifics

- 25 hours/week
- Fundraising (60%), Communications (40%)
- Infrequent evening and weekend time
- Work location: Remote. Work from home office
- Salary range \$26,000 - \$32,500, depending on experience

## Qualifications

- Fundraising and/or communications experience with a non-profit organization or business • Bachelor's degree or equivalent experience
- Proficient in Windows and Microsoft Office, Excel, Google Docs and Sheets and Canva
- Excellent verbal and written communication skills. Journalism or other writing background a plus
- Skilled in social media and online platforms for communications: e.g., Facebook, Constant Contact
- Ability to manage multiple projects and tasks at the same time, juggling short-term and long-term tasks and priorities in a fast-paced environment
- Desire to work in a small team environment

**How to Apply:** Send cover letter and resume to: [maya@sgvaha.org](mailto:maya@sgvaha.org)

Writing samples may be required as a part of the candidate review process.

**SGVAHA is an Equal Opportunity Employer**