



## **Development & Communications Specialist**

[KidLinks](#) is a 501(c)(3) nonprofit organization with a mission of linking kids to healing, hope and happiness through music and media. For decades, KidLinks has provided musical hugs, helping to enable kids to find a safe and positive way to connect with their emotions and successfully deal with the illness or situation they face. Our online platform provides free access to the healing power of music 24/7 for kids, families and caregivers.

### **Job Summary:**

Reporting to and in partnership with the CEO, the Development & Communications Specialist position helps ensure the giving experience is rewarding for our donors while helping create opportunities to increase the base of support for KidLinks through digital and written communications. The role is both strategic and tactical, requiring the ability to think big while minding all the details.

### **Primary Responsibilities & Duties:**

- Donor development and strategy - responsible for KidLinks donor database management, campaign mailings, gift processing and acknowledgements, and monthly contribution reporting. Works closely with CEO and Board of Directors Development Committee to develop and implement fund development strategies. Responsible for North Texas Giving Day strategy and execution
- Communications - applies communications skills to accurately and effectively create KidLinks mission awareness through donor solicitation and fundraising materials and the development, implementation and growth of KidLinks digital and social media presence
- Reports on donor and communication campaign effectiveness, utilizing Google Analytics to provide strategy recommendations based on findings
- Provides fundraising event support

### **Qualifications:**

- Nonprofit donor development experience including donor database management software (Little Green Light and Donor Search a plus)
- Proficient in MailChimp, Canva, Google products, Microsoft Office and social media
- Strong written and verbal communication skills, a great relationship-builder
- Experience and proficiency with social media platforms
- Operates with a high level of personal responsibility and optimism
- Able to connect the dots between fundraising, communications and programs.
- Able to handle confidential and sensitive information
- Marketing and PR experience a plus
- Bachelor's degree in communications, journalism, computer science or design preferred

### **Benefits:**

Paid time off, sick leave and attractive Holiday-Off schedule. Employer matched Simple IRA after one (1) year of employment. Work site flexibility. Cell phone allowance. Group insurance is currently unavailable.

### **To apply:**

Interested applicants should send cover letter, resume, salary requirements to [info@kidlinks.org](mailto:info@kidlinks.org)