



Development & Communications Specialist Job Description

About Us

Star House exists to lift young people out of homelessness and into a community of hope. Founded in 2006, Star House operates our nation's only 24/7/365 drop-in center for teens and young adults experiencing homelessness that offers immediate access to safety and hosts continuous best practice research for effective service. Along with the Finance Fund and Columbus Metropolitan Housing Authority, Star House operates the only housing village of its kind in Central Ohio for young people who are exiting homelessness. The organization met the unique needs of 1,160 individual young people in 2022, successfully connecting them with housing, jobs, education, health care, therapy, and a range of community resources.

Star House's mission is to do whatever it takes to support young people as they exit homelessness and thrive in a community of hope. Our vision is to replicate our evidence-based model of service for youth nationally and globally, based on the demand for our services in other communities.

We are seeking a Development & Communications Specialist who believes in our mission; embodies our values of unconditional love, doing whatever it takes as long as it takes and creating innovative solutions; and who can help us achieve our vision with development expertise.

Job Description

Title: Development & Communications Specialist	
Work Location: Star House, 1220 Corrugated Way, Columbus, OH 43201	
Reports To: VP of Development	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Exempt, Salary <input type="checkbox"/> Non-Exempt, Hourly
Position Summary: Star House is seeking a fundraising professional with strong communications and digital media skills to join the growing Star House development team. This individual will have the ability to juggle multiple projects that synergize to achieve the ambitious goals of the development team. As the primary cultivator and solicitor of gifts ranging from \$1-\$10K, the Development & Communications Specialist will partner with the VP of Development to build and refine robust online giving, monthly giving and annual giving programs. Additionally, the Development & Communications Specialist will partner with the entire development team to grow the donor pipeline and the number of active donors to Star House. Parallel to	

the development responsibilities associated with this role, the successful candidate will spearhead the communications needs of Star House, i.e., social media outlets, the website and the newsletter.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.

- Partner with the VP of Development to create and oversee an annual giving campaign
- Create an online giving campaign that includes online giving and social media outlets
- Solicit gifts ranging from \$1-\$10K to meet the needs of Star House’s expansion plans
- Complete pressing and quick-turnaround communications projects for Star House’s CEO
- Along with the development team, create social media content, including copy, some graphic design, gift solicitation, videos, etc.
- Create messaging for the Star House website and update graphics on a consistent basis
- Draft monthly newsletters, e-blasts, press releases, advertisements, etc.
- Create portions of Star House’s organizational communications plan and annual reports
- Evaluate and improve the overall effectiveness of communication strategies by tracking data related to website hits, newsletter readership, etc., in partnership with the Senior Grants & Communications Manager.
- Attend events as needed
- Additional duties as needed

“Job performance is evaluated according to the policy provisions of Star House and the Educational Service Center of Central Ohio-Council of Governments.”

Minimum Qualifications:

- Believe in the core values of Star House, be driven by its mission
- Bachelor’s degree in communications, English, business or a related field or commensurate experience
- Minimum of two years experience in fundraising with skillsets in digital fundraising and marketing
- Exceptional written and verbal communication
- Proficient with Microsoft Office Suite, Google Suite is a plus
- Demonstrated professional work in writing for social media channels, including Twitter, Facebook, Instagram and/or LinkedIn
- Excellent public speaking and relationship-building skills
- Experience with Wix, Canva, Sprout Social and iContact preferred
- Familiarity with donor databases, donor management systems and Salesforce preferred
- Ability to work independently and promote teamwork and a collaborative environment
- Successful in balancing priorities while managing multiple tasks

Note: This assignment may require a valid driver’s license and access/availability of a reliable vehicle.

Star House is committed to equal opportunity employment, regardless of race, color, religion, age, sex, sexual orientation, gender identity and expression, socio economic status, national origin, veteran or disability status. In order to further Star House’s mission, achieve our vision and live out our values, drawing from the collective wisdom of a diverse group of individuals is

essential. With diverse minds influencing our work and decisions, we can go further for the young people we serve, ensuring that our continued programming and the solutions developed along the way are influenced by the best minds.