

Job Title	Advancement Associate
Employer/ Agency	Summerhouse Houston
Job Description	<p>The ideal candidate is a strong project manager, creative communicator, and relationship builder who thrives in a fast-paced nonprofit environment and is passionate about creating opportunities for adults with intellectual and developmental disabilities.</p> <p>Key Responsibilities</p> <p>Fundraising Events & Special Projects</p> <ul style="list-style-type: none"> · Serve as the operational lead for Summerhouse's three annual fundraising events - managing timelines, checklists, and logistics from planning through post-event wrap-up · Coordinate vendors, venues, and supplies; track contracts, deposits, and deliverables · Manage volunteer recruitment, scheduling, and day-of coordination · Handle attendee registration, communications, and check-in processes · Coordinate auction, raffle, and donor recognition logistics · Support sponsorship fulfillment, ensuring sponsor benefits are delivered and acknowledged · Track event budgets and expenses; compile post-event revenue and attendance reports · Assist CEO with sponsorship outreach and stewardship follow-up tied to each event <p>Marketing & Communications</p> <ul style="list-style-type: none"> · Create and schedule social media content that highlights mission impact, employment success stories, events, and community partnerships · Produce bi-monthly e-newsletters for donors and supporters · Assist with external facing materials as directed by CEO · Support website updates and help maintain brand consistency across materials · Produce printed event collateral, signage, and campaign assets using Canva or similar tools <p>Community Outreach & Public Relations</p> <ul style="list-style-type: none"> · Represent Summerhouse at community resource fairs, networking events, and public engagement opportunities · Help build awareness with prospective donors, corporate partners, and volunteers · Support outreach efforts tied to employment partnerships and program visibility <p>Development Operations</p> <ul style="list-style-type: none"> · Own day-to-day management of the donor database (Givebutter) - entering and maintaining accurate records for donors, sponsors, volunteers, and events · Process gifts and prepare donor acknowledgment letters in a timely manner · Generate reports, lists, and dashboards that support campaigns, event planning, and fundraising strategy · Track pledges, follow-up actions, and donor pipeline activity in coordination with the CEO · Support donor stewardship: thank-you notes, milestone outreach, and retention efforts · Assist with grant support materials including impact stories, program data, and funder report formatting; CEO owns grants strategy and pipeline

	<ul style="list-style-type: none"> · Help identify lapsed donors and flag opportunities to re-engage or upgrade giving
Qualifications	<p>Required</p> <ul style="list-style-type: none"> · Bachelor's degree or equivalent experience · 1-2 years of experience in a nonprofit, fundraising, event coordination, or communications setting · Strong writing skills - clear, warm, and mission-aligned across formats · Highly organized with strong attention to detail; able to manage multiple deadlines and moving pieces simultaneously · Proficiency in Microsoft Office, Canva, email marketing tools, and social media platforms · Comfortable working evenings and weekends during event periods <p>Preferred</p> <ul style="list-style-type: none"> · Experience with a donor CRM (Givebutter, Bloomerang, Little Green Light, or similar) · Hands-on experience coordinating fundraising or nonprofit events · Graphic design or content creation skills · Genuine passion for disability inclusion, employment equity, or community impact
Salary/Hours	Full-Time \$48 - \$55k Annually
City, State, Zip	Houston, TX
Application Method	Apply on LinkedIn
Opening Date	Immediately

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