

Title: Communications and Fundraising Specialist

Classification: Part-time, non-exempt, 20 hours/week

Salary: \$22/hour

Benefits: cell phone stipend, PTO

Schedule: Flexible hours. Some nights and weekends required.

Location: Co-working office in the Lowry Hill East neighborhood in Minneapolis. This position will be remote, with occasional in-person requirements at neighborhood meetings and events.

Organization Overview

The Lowry Hill East Neighborhood Association ([LHENA](#)) is a 501(c)(3) non-profit organization that has represented the values and interests of the residents, property owners, and business owners of the Lowry Hill East neighborhood for over 50 years. The LHENA mission is to provide a structure for neighborhood leadership and participation, facilitate the equitable sharing of resources, and advance a vision for the neighborhood.

Lowry Hill East is located in the Uptown area of Minneapolis and is affectionately known as “The Wedge” due to its geographically-defined triangular shape. It is bordered by Lyndale Avenue to the east, Hennepin Avenue to the west, and Lake Street to the south.

The Lowry Hill East Neighborhood Association, or LHENA (pronounced ‘Lee-Nah’), is one of the 70 neighborhood organizations recognized in the City of Minneapolis. Its history can be traced back to the 1970s, prior to its official recognition by the City. At that time, neighbors came together to form an organization to build community, host recycling events, and host ice cream socials. As LHENA was the hub of neighborhood activity, it even started one of the city’s first neighborhood newspapers. *The Wedge* was a multi-page newspaper fielding advertisements from local businesses and stories from volunteer writers. The success of this paper and the founding of a neighborhood association inspired the creation of many others in the city. Though the last paper was published in 2012, LHENA continues to evolve in the age of social media and is still the center of neighborhood news and activities.

Today, all residents, property owners, and business owners in Lowry Hill East are considered LHENA members and can take part in official association acts such as board member elections and committee votes. Led by a volunteer board of 11 members, the association helps communicate goings-on around the neighborhood and city, provides resources to members, facilitates civic forums, and assists members in championing projects. A majority of the work occurs in dedicated committees where members brainstorm, design, and execute initiatives.

Position Overview



The most important aspects of the Communications and Fundraising Specialist position are skilled communication, relationship-building, and fundraising. The Communications and Fundraising Specialist will do this by:

- **Spreading the word.** Throughout the residential population and general community of the neighborhood, make it known that LHENA exists, what we're about, and where neighbors are curious or interested, how they can learn more.
- **Maintains and develops relationships with donors and funders.** Proactively identifies and develops new sources of financial support to meet annual fundraising goals, primarily through execution of special event fundraisers and grants.

The Communications and Fundraising Specialist will perform close work with the Executive Director and neighbor-leadership. The position reports directly to the Executive Director.

Roles & Responsibilities

Communications - 40%

- Assist with neighborhood program, meeting, and event promotion/coordination
- Connect with constituency using external communications (weekly e-newsletter, mailed newsletter, social media, website)
- Regularly update neighbors about LHENA and community happenings
- Create graphic designs and promotional materials
- Evaluate and report needs of general public and community groups
- Document and report on work-related tasks

Fundraising and Development - 40%

- Develop and maintain fundraising and grant writing efforts
- Collaborate with LHENA staff and board leadership on identifying fundraising goals
- Coordinate fundraising events in collaboration with neighborhood leadership
- Establish new/enhance existing relationships with key local partners

Outreach and Organizational Support - 20%

- Provide direct support for the LHENA Volunteer Network
- Assist with the implementation of LHENA's Equitable Engagement Plan
- Create a welcoming environment for all members
- Increase all kinds of diversity in active membership and input
- Conduct specific outreach to engage businesses, new residents, and unheard groups
- Manage and maintain member/volunteer database
- Represent LHENA in a variety of public meetings and events
- Assist with program, event, and project evaluation.
- As directed by the Executive Director, provide ongoing support to LHENA projects, events, and programs

Required Qualifications

- A bachelor's degree, or associate's degree with two or more years professional experience
- 2-5 years experience working in community building, communications, public/civic affairs, fundraising/development, or similar field
- Exceptional oral, written, and interpersonal communication skills and ability to masterfully communicate with a diverse range of people
- Track record of success in developing, building and managing donor/funder partnerships
- Ability to work both independently and on a team
- Capable of working creatively on various concurrent tasks while prioritizing workload
- Technically savvy. Must have functional knowledge of Google Apps, publishing/design programs, MailChimp
- Highly skilled in building relationships and diversifying communication approach
- Relevant experience working with social media
- Capable of lifting up to 40 lbs. to assist with physical set-up and preparation of events.

Preferred Qualifications

- Experience working in a role focusing on inclusion, equity, and diversity
- Familiarity with the Lowry Hill East (aka "The Wedge") neighborhood
- Multi-lingual
- Ability to be flexible and adapt to a changing working environment.

To Apply: Submit a cover letter, resume, and three professional references to paul@thewedge.org. Please include "Communications and Fundraising Specialist" in the subject line. For more information about our organization visit www.thewedge.org. This is a position that will continue until December 31, 2022; the position may be extended beyond based on funding availability. Deadline to apply is March 13, 2022.

LHENA is an equal opportunity employer. We seek talent from a diverse candidate pool that both complements and reflects the community we serve.