



Development & Outreach Coordinator

Keene Housing Kids Collaborative

Location: Keene, NH / Remote

Employment Type: Nonexempt, Part-Time (20 hours per week)

About Keene Housing Kids Collaborative:

Keene Housing Kids Collaborative is an independent 501(c)(3) non-profit organization serving kids that live in housing owned or managed by Keene Housing, including Housing Choice voucher holders. We also serve kids in select Southwestern Community Services (SCS) housing properties in Keene (CitySide and Keene Highlands), Swanzey (Swanzey Township) and Winchester (Woodcrest). **Our mission is building the foundation for successful adulthood.** We do this by giving kids access to opportunities and experiences in the community that will help them gain confidence, have fun, learn, get ready for kindergarten, do well in elementary school, and exit high school with the tools that will help them become economically independent adults. Learn more at khkc.org

Job Summary:

We are seeking a detail-oriented and collaborative **Development & Outreach Coordinator** to support fundraising and stewardship initiatives. This role reporting to the Executive Director provides administrative, communications, and program support to strengthen engagement with donors and community partners.

Key Responsibilities:

- Provide administrative support for fundraising, constituent communications, and relationship management.
- Coordinate events, including logistics and collaboration with internal partners.
- Create, schedule, and maintain social media, digital, and print communications.
- Assist with constituent research, data management, and gift acknowledgements.
- Engage with donors through outreach and follow-up activities.

Skills & Competencies:

- Strong relationship-building and communication skills.
- Comfort working with data for tracking, reporting, and basic research.
- Problem-solving mindset and attention to detail.
- Effective team collaboration and discretion with confidential information.

Qualifications:

- Bachelor's degree preferred (Business, Communications, Marketing, Nonprofit Management, or related field).
- 1–3 years' experience in nonprofit fundraising or youth development.
- Experience with databases (Little Greenlight, Constant Contact), spreadsheets, and social media platforms.



COLLABORATIVE

- Familiarity with Canva or similar design tools.
- Highly organized with strong written and verbal communication skills.
- Event planning experience a plus.
- Ability to work occasional evenings or weekends for events.

Join our team and help support meaningful connections that move our mission forward.

Compensation:

- Hourly rate \$23-25/hr.

Application Process:

To apply for the position of Development & Outreach Coordinator, please email Sally Malay, Keene Housing Kids Collaborative Executive Director at smalay@khkc.org with the following:

- Resume (no more than two pages, please).
- Brief cover letter highlighting how your background & interests align with the position.