



<b>Training &amp; Development Coordinator</b>	
<b>FLSA Status:</b> Full time, exempt	<b>Reports To:</b> Resource and Program Development Director

### **Introduction**

The Alliance of Community Assistance Ministries, Inc. (ACAM) is a nonprofit management support organization fostering innovative collaboration through a diverse network of 71 nonprofit and community organizations to advance community-wide solutions through collaboration to strengthen the social safety net in Harris, Fort Bend, Waller, Brazoria, Galveston, and Montgomery Counties. ACAM's 14 Core Members are public charities that share "assisting those in crisis" as a central part of their missions and are uniquely positioned to identify, engage, and provide critical services to at-risk families. They collectively serve over 340,000 individuals annually with more than 8 million units of 175 unique services and have established reputations as leaders in providing exemplary and compassionate services. Since 2004, ACAM has led 912 collaborative programs, braiding together over \$49M in private and federal funding to strategically build the capacity of nonprofit service providers.

### **Position Summary**

Under the supervision of the Resource and Program Development Director, the Training & Development Coordinator will support the design and end-to-end execution of a portfolio of events and meetings for ACAM. The ideal candidate for this new role will bring a blend of creative and administrative skills, a collaborative can-do mindset, and a willingness to do the work to put plans into action to drive success.

### **Primary Responsibilities & Essential Functions**

#### **Training & Networking**

- Plan and coordinate logistics of ACAM's Training and Networking program by recruiting speakers, arranging in-person and virtual meetings, and providing hospitality as needed.
- Create marketing materials for events and training sessions. This includes developing flyers, email invitations, and promotional content for social media.
- Maintain records of attendance, speaker agreements, event content, etc.
- Update Training and Networking session schedule on website and social media accounts.
- Create annual Training and Networking plans through facilitated focus groups and surveys.
- Build and maintain relationships with participants to collect feedback and anticipate needs.
- Support planning and logistics of monthly partnering organization leadership meetings and annual retreat.

#### **Resource Development**

- Schedule, compile and distribute meeting materials, prepare agendas, record meeting minutes, set-up and provide technical assistance and hospitality as applicable at virtual and in-person meetings of the Board of Directors, Board Committees, and Strategic Councils.
- Assist in collecting, synthesizing, and presenting data that showcase program success for Quarterly Board reports.
- Continuous communication with partnering agencies, staff, and Board Members to ensure high levels of engagement and attendance.
- Support planning, logistics, communications, and follow-up for ACAM's annual fundraising luncheon.
- Assist with annual mailing campaign(s), annual impact report, and other events.
- Maintain accurate and up-to-date donor information in CRM (DonorPerfect), regularly update and send acknowledgement letters, generate and present reports demonstrating progress toward set revenue goals for

- grants, individual giving, and special events.
- Coordinate with marketing consultant and Development team to update and maintain communications calendar including email, social media posts, press releases, etc. This includes creating graphics, writing captions, and ensuring posts are consistent with the organization's brand.
- Community Education & Outreach: serve as an ambassador of the ACAM Network at in-person and virtual events hosted by community partners; maintain and regularly share an updated log of all activities and opportunities.
- Other administrative, programmatic, and development duties as assigned.

### **Education/Training**

Bachelor's degree from an accredited university required.

### **Experience and Qualifications**

- Minimum two years of relevant administrative and programmatic experience, preferably at a nonprofit.
- Exceptional oral and written communication skills, including strong spelling and grammar.
- Intermediate to advanced Microsoft Office skills.
- Ability to convey urgency and motivate action verbally and in writing.
- Experience with design software (PowerPoint, Adobe Suite, Canva, etc.)
- Excellent organizational skills, ability to prioritize, and comfortable working independently.
- Strong planner and problem solver with ability to manage multiple deadlines.
- Understanding of and sensitivity to working with confidential information.
- Ability to work well in a small team environment.

### **Compensation**

- \$48,000 - \$55,000 based upon experience.
- Medical, dental, vision provided; pension after six months.

### **Location**

- This position is 100% in the office. Candidates must reside in the Greater Houston area.
- Attendance at meetings/events outside of traditional working hours will be necessary.

### **Equal Opportunity Employer**

ACAM is an Equal Opportunity Employer. The Board of Directors and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status outlined by federal, state, or local laws in making decisions regarding staff members or volunteers. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ACAM makes hiring decisions based solely on qualifications, merit, and business needs at the time.

### **Application Process**

To apply, email the three documents listed below to Bren Gorman, Resource and Program Development Director, [bgorman@acamweb.org](mailto:bgorman@acamweb.org).

1. Cover letter stating how your skills are a match for the position requirements and duties
2. Résumé
3. Writing sample

Candidates must successfully pass a pre-employment criminal background check and education and employment verification.