

Job Title	Marketing/Communication Manager; Annual Fund Officer
Employer/ Agency	Communities In Schools of Houston (CIS)
Job Description	<ul style="list-style-type: none"> • Marketing and Communication • Website/Newsletter/Blog Management • Media Relations • Individual Giving <p>Responsible for all external and internal communications, including different types of media, agency website, newsletters and appeals. Provide oversight of all material design and incentive ordering. Gather information and photographs for stories. Point of contact for printers and other vendors.</p>
Qualifications	<p>Degree in PR/Marketing, Communications, Business, Social Work, or other related field.</p> <p>2 years' experience in working with fundraising, different types of media and directing the PR/marketing activities of an organization.</p>
Salary/Hours	TBD; 8am-4pm Monday-Friday
Employer/Agency	CIS
Address	1235 North Loop West suite 300
City, State, Zip	Houston, Texas 77008
Contact Person	Donna Wotkyns, LCSW
Contact Title	Director of Development
Telephone Number	713-654-1515 x117
Fax Number	713-355-1302
Email Address	dowtkyns@cis-houston.org
Application Method	Please send resume and cover letter to Mable Gibbs @hrresumes@cis-houston.org
Opening Date	immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.