



## Communications and Development Associate

### Dwight Hall at Yale

Dwight Hall at Yale is an independent social-profit organization that was founded by undergraduates in 1886 and has operated continuously as a student-led entity. A nonsectarian umbrella organization, Dwight Hall is the largest campus-based student-led service organization in the country. As the Center for Public Service and Social Justice, the organization reflects a strong history of social justice work and a diverse Yale student body.

This position will play an important role in delivering social justice and public service programming to communities in New Haven and around the world. Reporting to the Director of Philanthropy, the **Communications and Development Associate** creates marketing and communications content, furthers relationships with key constituents, helps plan and execute events, manages the website and social media presence, manages grants, and advances the organization's fundraising and programmatic goals. This role will collaborate with Dwight Hall staff, Yale students, Board members, alumni, current and prospective supporters, vendors, and others to inspire students as leaders of social change and to work toward a more just and equitable world.

#### KEY RESPONSIBILITIES:

##### Communications

- Develop engaging content and produce online and print collateral, including e-newsletters, annual reports, program and organizational materials, special appeals, brochures, and event invitations.
- Manage the Dwight Hall website in close collaboration with the Director of Programming & Evaluation, Director of Philanthropy, and other staff and students.
- Maintain a lively presence on social media (including LinkedIn, Facebook, X, Instagram, YouTube, Yale's Cross Campus) that builds the organization's brand and community of constituents.
- Manage communication workflow for generating publicity materials and disseminating information about Dwight Hall events, workshops, and trainings.
- Mentor and advise the Dwight Hall Student Executive Committee Public Relations Coordinator and other students.
- Support fundraising efforts, including donor communications, mailings, gift processing, and data entry.
- Support event outreach and efforts to engage alumni in social justice and public service activities, including receptions, webinars, class reunion gatherings, and visits among alumni and friends of the organization.
- Ensure consistent tracking of communications via inputs in a Salesforce database, spreadsheet and report creation, and other methods.

### Grants Management

- Record and monitor grant application, report, and deliverable deadlines in a Salesforce database
- Track fundraising and communications Campaigns in a Salesforce database
- Identify and contribute to new funding opportunities
- Track grant metrics and liaise among program, finance, and development colleagues
- Facilitate external communications to steward current funders and to ensure post-award compliance

### REQUIRED QUALIFICATIONS:

- Equity lens: knowledge of the history and ongoing negative impacts of racism in the United States, especially in the context of education, criminal justice, immigration, economic, and political systems
- Strong writing, editing, and graphic designs skills, including experience writing copy for websites, informational brochures, or flyers
- At least two years of work experience or related experience in sectors involving grassroots organizing, communications, fundraising, or alumni relations
- Social media skills, including analytics
- Experience with cloud-based software like Salesforce
- Ability to work independently and in a hybrid setting with a minimum of four in-person days per week in a New Haven office
- A bachelor's degree or equivalent from a college or university

### PREFERRED QUALIFICATIONS:

- Experience with developing communications campaigns (especially in an educational or social justice setting)
- Understanding of or experience with the philanthropic or nonprofit sectors or community organizing

### POSITION TYPE & COMPENSATION:

This position will be a full-time role of 37.5 hours per week. Compensation is commensurate with experience and qualifications, plus benefits.

### APPLICATION PROCESS:

Priority consideration by June 26, 2026. Please submit the following to David Wilkins, Director of Philanthropy, at david.wilkins@yale.edu

- A letter of introduction that addresses these questions:  
*Why is this position a fit for you personally and professionally? How are you developing your equity lens? Which of the key responsibilities are of greatest interest to you?*
- A resume
- A one- to two-page writing sample
- A creative portfolio, showcasing graphic, web, or digital work (optional)

In the subject line, please put "Communications and Development Associate Application from [Your Name]." The application period will close on June 26, 2026 at 5 pm ET.

Dwight Hall at Yale is an equal opportunity employer. POC, LGBTQIA+, and early career professionals are strongly encouraged to apply.