



# Mental Wellness Center

FOR YOUTH, ADULTS, FAMILIES & COMMUNITY

The **Mental Wellness Center (MWC)** provides vital programs that are improving the mental health for youth, adults, families and community.

## **JOB DESCRIPTION:**

Title: Development and Communications Manager

Reports to: Chief Executive Officer

**JOB SUMMARY:** Responsible for the coordination of donor relations program, constituent communications (donor appeals, correspondence, social media, web site), development of communication materials and social marketing efforts to properly communicate the image and message of MWC. Plans and executes key events. Assists the CEO with donor and fundraising development.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Communications**

- Coordinate, write, design, and edit donor communications, E-Blasts and annual report newsletter. This includes collecting story content as well as maintaining current mailing lists, merging, and editing mailing list appropriately pre-mail-house.
- Responsible for maintaining and updating MWC website with current content.
- Develop and implement social marketing strategies to use in further public exposure of MWC. Lead social media content team-training with MWC social media team.
- Develop materials including ads, invitations, flyers, and other materials released publicly.

### **Events**

- Coordinate the planning and execution of MWC events.
- Serve as the representative of MWC at outside fundraising and community event opportunities.

### **General Development Duties**

- Utilize Donor Perfect database to maintain donor and prospect research and data.
- Send donor tax receipts and update thank you letters regularly.
- Develop outreach for families and friends of MWC in furtherance of development goals.
- Assist the CEO and COO in major gift and grant writing development.

## **MINIMUM KNOWLEDGE/SKILLS/ABILITY REQUIREMENTS**

- Bachelor degree from a four-year college or university; special consideration may be given for equivalent experience in lieu of a degree.
- Excellent verbal and written communication skills with strong general office and computer skills.
- Knowledge of Donor Perfect or similar donor-based software.
- Experience in event planning and production.
- Self-starter with excellent organizational skills with attention to detail; ability to work independently, multi-task and meet deadlines.
- Experience in graphic design helpful, but not required.
- Non-profit public relations and communications experience, preferably in the health and human services arena, is a plus.

## **OTHER REQUIREMENTS:**

- A clean driving record and proof of auto insurance is required. Due to the travel between sites, use of personal vehicle is necessary.

## **HOW TO APPLY:**

Send cover letter and resume to: Billie Maunz, Consultant; [maunz@cox.net](mailto:maunz@cox.net)

Please no phone calls or inquiries to MWC. Open until filled.

**The Mental Wellness Center is an Equal Opportunity Employer.**

*The above statements are intended to describe the general nature and level of work being performed by this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

12/28/18