

Health & Medicine

POLICY RESEARCH GROUP

Position Announcement

Position Title: Communications and Development Coordinator

Supervised by: Director of Development and Communications

Status: Part-Time, Salary, Exempt

Organization Overview:

Health & Medicine Policy Research Group (Health & Medicine) was founded in 1981 as an independent non-profit health policy and advocacy center in Chicago working to improve the health of all people in Illinois by promoting health equity.

Position Scope:

Health & Medicine is seeking an individual who will support our Director of Development & Communications in grant writing, fundraising and communications efforts for the organization.

Position Description:

Communications

- Ensure that Health & Medicine's key messages are created and are carried out consistently in all communications
- Support the production of all Health & Medicine's development and marketing materials
- Edit content, serve as liaison to design company, serve as production manager
- Draft press releases, write and submit articles on behalf of the Executive Director
- Assist with developing and managing online presence including, but not limited to: editing and writing blog posts, managing the blog schedule, day-to-day blog maintenance, managing social media posts, and regular eNews communications
- Implement Health & Medicine annual website plan and manage day-to-day maintenance and updates, serve as liaison to website vendor
- Implement communications and media-related activities not yet defined
- Manage all special event marketing

Development Assistance

- Assist with planning, implementation and coordination of special fundraising events. Events include small major donor receptions, medium-sized cultivation and "friend-raising"-type events, and annual large galas. Responsibilities may include coordinating e-invitation production, mailings, and managing RSVPs; drafting emails/letters to vendors and related correspondence; securing donations for and overseeing coordination of silent auction.
- Serve as production manager for bi-annual fundraising mailing
- Provide administrative support for the development department
- Ensure integrity of the database (Neon CRM) and mailing list for communications, marketing, and fundraising
- Generate and scrub customized mailing lists for fundraising and communications and events mailings
- Perform other tasks as assigned

Grants Management

- Write grants/proposals, updates, and reports when appropriate
- Identify, research, and evaluate potential corporate, foundation, and government prospects for solicitation

Qualifications

- Bachelor's degree
- Effective and persuasive storyteller able to customize communications for a range of audiences including funders, donors, policy makers, and the general public
- Demonstrated ability to work on several projects concurrently while achieving deadlines
- Knowledge of fundraising information sources; familiarity with research techniques for fundraising prospect research
- Demonstrable writing skills successfully motivating others to donate through fundraising strategies
- Proven ability to employ all aspects of the nonprofit and drive an effective communication strategy
- Strong familiarity with writing in journalistic style
- Minimum of two years of experience with multi-faceted communications /public relations strategies; experience in writing for and contributing to a web site
- Experience working with printers, designers, and editors
- Able to work well in a team environment, handle multiple assignments, and meet deadlines
- Computer literate and experience with MS Office suite of products
- Familiarity and comfort in working with fundraising software. Experience working with Neon CRM a plus.

Work Environment:

- Work is normally performed in a typical office work environment
- Sitting for extended periods is required
- Local travel to off-site locations throughout Chicago and suburbs occasionally required

Salary and Benefits:

Position is approximately 20 hours per week. Salary range \$17-20,000 annually.

To Apply:

- Email a cover letter and resume to Ann Duffy at jobs@hmprg.org. **Please write your name (Last, First) then "Communications Coordinator" in the subject line of your e-mail.** Incomplete applications will **not** be accepted.
- Deadline to apply is February 15, 2019.
- No phone calls. Recruiters please do not contact this job poster.
- Health & Medicine is an equal opportunity employer. We welcome diversity among our board and staff and volunteers. We recruit, hire, train, and promote without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability, or any other protected status.