

Communication and Development Manager Job Description

Job Title: Communication and Development Manager
Job Status: Regular Full-Time, Year-Round, Exempt Employee
Job location: Remote
Start Date: ASAP
Reports to: Executive Team/Director

ABOUT MEDGLOBAL

MedGlobal is an international medical non-profit organization providing health services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health volunteers of diverse backgrounds.

JOB SUMMARY

The Communication and Development Manager will be responsible for developing the organizational communications program and will communicate MedGlobal's impact to a wide variety of audiences via the written word (website, social media, brochures). The ideal candidate will possess a hybrid experience of communications, social media management, brand management, and marketing development to execute all programming and related campaigns and eventually build and manage a team.

The Communication and Development Manager will also be responsible for managing and implementing all development efforts to support the organization's goals and mission and will identify a diversified range of funding sources to ensure long-term income sustainability, including governmental, corporate and private foundations grants. as well as being highly efficient in managing our fundraising database, and organizing and implementing special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

50% Communications
40% Development
10% Events

Communications

- Communicates MedGlobal's brand and initiatives efficiently and accurately via many channels (website, printed materials, social media, etc.).

- Provides training to the MedGlobal team to ensure consistent and effective brand communication via social media, website, video production, print materials, and verbal communication.
- Works in partnership with our third-party web manager to ensure MedGlobal's website functions properly.
- Develops and implements systems to update website content and design across all program areas.
- Leads the creation of MedGlobal's new website and its maintenance to ensure its current content and monitor its performance.
- Designs and publishes marketing pieces utilizing emerging tools to help increase awareness of program areas.
- Coordinates communications efforts for special events.
- Manages media relations, including building relationships with media contacts and proactively securing media opportunities.
- Crafts talking points and develops effective media strategies that may include press outreach, op-eds, and innovative social media.
- Creates, formats, and distributes regular email newsletters as well as updates and manages email lists using MailChimp.
- Develops marketing and social media strategies, using social media data and analytics to make key-decisions.
- Leads efforts to continue sharpening social media presence as a way to engage supporters, build momentum and share success stories.
- Edits video and create shareable video content.
- Manages the organization's communications assets, including photo library, success stories, logo library, infographics, design files, print, and digital collateral.
- Manages and coordinates communication contractors.
- Provides assets to other team members as needed.

Development

- Cultivates potential diversified sources of public and private funding.
- Establishes and maintains relationships with prospective donors, foundation and partners' contacts.
- Manages and maintains donor database to include basic donor information, donations, and donor acknowledgments.
- Responsible for timely acknowledgment and recognition of donors as appropriate.
- Utilizes the Kindful database to pull reports, mailing lists, and donor records to assist in fundraising efforts such as individual asks, annual mailings, and grant writing.
- Ensures donations are accurately accounted for in Kindful and routed to the correct program area in our accounting system.

- Manages in-kind donations including tracking, gift acceptance, and gift acknowledgments.
- Creates relevant policies and procedures to ensure compliance with best practices.
- Stays current with foundation trends and giving priorities

Events Management

- Provide administrative support for special events including data management, mailings, marketing, and other communication initiatives.
- Work closely with the Executive Director to develop new events to support our missions.

QUALIFICATIONS

- Bachelor's degree or equivalent desired.
- Minimum of 3+ years of communications experience .
- Experience with content creation software.
- Excellent written & verbal communication skills, and the ability to write in a clear and compelling style.
- Proven track record of running successful social media campaigns, and increasing subscribers and engagement.
- Demonstrated ability to increase productivity and continuously improve methods and approaches.
- Ability to analyze the effectiveness of all marketing and communications efforts.
- Ability to prioritize and lead multiple projects, activities, and actions with competing deadlines and levels of urgency.
- Self-motivated, accountable to goals and willingness to learn new techniques, ideas, and skills.
- Excellent personal organization, work planning, and time management skills.
- Desired computer skills include proficiency with G-Suite, Slack, Monday.com, and Kindful.
- Experience with public health or non-profit, preferred.

HOW TO APPLY

To apply for this position, please send a cover letter, brief portfolio of design work, resume and contact information to careers@medglobal.org with the subject line: "Communication and Development Coordinator."