

DEVELOPMENT AND COMMUNICATION

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| Position: | Development & Communication Associate |
| Reports to: | Executive Director |
| Supervises: | volunteers/interns |
| Location: | WellShare International Headquarters, Minneapolis, MN |
| Classification: | P-T (50-75% time) |

Overview

Join a dynamic team building a new way of community health programming and social change work to address the impact of systemic racism in people's ability to live healthy, full lives. Creativity and effective use of limited resources will be key to your success in strategic use of social media, donor engagement and effective grant writing. Be a leader in strengthening WellShare's success in fundraising and social cause mobilization to support our mission that is more relevant now than ever.

WellShare International is a non-profit organization headquartered in Minneapolis, Minnesota, with a forty-year history of partnering with communities, health care systems, government and social service providers to promote health equity and wellbeing. Using a community health worker model. We work with refugee and immigrant communities in Minnesota and with rural communities in East Africa. Our programs serve people with across the lifespan – including pregnant women, infants, children, youth, adults, and the elderly.

Responsibilities

Fundraising

- Management of donation processes and annual campaigns (e.g. GTMD, Year-end appeal, etc.)
- Manage data and produce routine reports and analysis using CRM Salesforce
- Coordinate and manage donor stewardship processes (thank-you letters, receipts, lapsed donor letters, etc.)
- Play a lead role in coordination of Annual Luncheon in collaboration with Board Fundraising Subcommittee
- Research grant opportunities and manage applications processes
- Grantwriting
- Supervise volunteers/interns
- Develop and execute fundraising plan to meet annual goals in collaboration with the Executive Director and the Fundraising Committee
- Monitor and report on progress of annual fundraising plan in collaboration with VISTA

Communication

- Lead communication activities such as creation of newsletters, blog posts and other marketing materials
- Oversee social media management (website, blog, Facebook, Twitter, Instagram, YouTube and LinkedIn)
- General WordPress maintenance with support of web development consultant

Other duties as assigned.

JOB SPECIFICATIONS

- Bachelor's degree or equivalent education and work experience
- A minimum of two years' experience in fundraising and communications
- Experience with grant writing and event management
- Experience working with refugee or immigrant communities, or experience working internationally with under-resourced communities.
- Experience working with a diverse team.
- Experience in nonprofit work settings

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

Required:

- Knowledge working with CMS like MailChimp and WordPress
- Efficiency in use computers and software including Microsoft Office, Google Suite, database software, and other internet-based tools
- Excellent oral and written skills in English
- Effective interpersonal communication skills
- Self-starter with ability to work well in a team, juggle multiple priorities, and meet deadlines

Preferred:

- Experience with community health or public policy issues
 - Experience working with CRM Salesforce
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PHYSICAL REQUIREMENTS

Incumbent must be able to:

- Ability to work from home during the ongoing Covid-Pandemic but work in the office as we begin to return to worksite.
- Sit at a desk for extended periods and move around the office throughout the day.
- Apply manual dexterity for computer keyboarding and office equipment use.
- Visually review detailed reports and information; hear and speak in order to use telephone and communicate with people both in and out of the office environment.
- Access reliable transportation to visit off-site locations. *If driving personal vehicle, must possess current valid driver's license and insured vehicle as required by State law.*