



2426 PARKWAY DRIVE
MT. PLEASANT, MI 48858
PHONE: (989) 773-6918
E-mail: hr@mmionline.com

POSITION AVAILABLE

JOB TITLE: **FUNDRAISING AND COMMUNICATIONS SPECIALIST**

The Fundraising and Communications Specialist is responsible for executing successful marketing strategies and developing a long-term source of supplemental funding through grants, gifts, and fundraising. Duties include development of marketing and promotional materials, promoting the mission of the organization, fund development, analysis of fundraising events, and developing leads. The successful candidate will play an integral role in building and engaging the organization's donor base and creating effective strategies to promote the awareness and long-term growth of our agency. This position is responsible for communication of special events to the community and updating the organization's website and social media pages. This position reports to the CEO.

MINIMUM QUALIFICATIONS: Bachelor's degree in business, marketing, advertising or a related field. Three years experience in a marketing and/or fundraising role may be considered in lieu of a degree. Able to communicate effectively with the business community, stakeholders, funding sources, and Board of Directors. Professional demeanor. Exceptional communication skills, including both verbal and written skills. Effective time management skills and the ability to multitask. Strong copywriting skills. Attention to detail. Excellent interpersonal, written and oral communication skills. Competency in Microsoft applications including Word, Excel, and Outlook.

PREFERRED QUALIFICATIONS: Three plus years experience in a marketing role. Proficiency with web analysis tools, databases, and/or software used to develop marketing materials. Experience with digital marketing forms such as social media marketing and content marketing.

MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES.