Development and Marketing Coordinator

Employer: Harbor House Domestic Abuse Programs

Harbor House Domestic Abuse Programs is looking for a Development and Marketing Coordinator. This is a unique opportunity to work in a rewarding position within a flexible environment with diverse groups of people. With complete collaboration with the Executive Director, Board of Directors and Fundraising Committee, this position is set to be a sure success when matched with a goal-oriented and motivated personality. Following is a summary of the position.

Essential Duties:

Cultivate and nurture relationships to meet fundraising goals, explore additional opportunities for fund development and establish long-term financial stability for the organization. Manage fundraising events in cooperation with the Board. Write and produce grant proposals. Coordinate agency marketing efforts. Produce annual report, agency newsletters and press releases. Create interpretive materials to enable potential donors to understand Harbor House and how they contribute to the achievement of its mission, goals and objectives.

Knowledge, Skills and Abilities: Organizational skills and ability to plan and implement special events. Experience in grant writing, planned giving, endowments and knowledge of potential funding sources for non-profits. Proven ability to relate and build relationships diverse community members. Successful track record and/or aptitude to be proactive, focused and self-motivated in order to meet and exceed funding goals. Excellent communication skills: interpersonal, presentation/training and written. Above average computer skills. Knowledgeable and experienced with social media communication.

Bachelor's degree in marketing, business, communications or related field or equivalent in background and experience preferred.

*Full time (40 hours per week)

*Benefits include: health insurance, short and long-term disability insurance, voluntary dental, group life insurance, retirement

Send resume and cover letter by December 14, 2012 to:

Beth Schnorr

Executive Director

Harbor House Domestic Abuse Programs

beths@harborhousedap.org

Harbor House Domestic Abuse Programs is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Harbor House Domestic Abuse Programs will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Download:
Development and Marketing Coordinator Posting.doc
Deadline for applications: December 14, 2012
Go live:
November 1, 2012
Contact: Beth Schnorr, beths@harborhousedap.org

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