

# Health & Medicine

POLICY RESEARCH GROUP

## ***Position Announcement***

**Position Title:** Communications and Development Coordinator

**Supervised by:** Director of Development and Communications

**Status:** Part-Time, Salaried, 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. This role requires a high level of creativity, initiative, and attention to detail. Candidate must have excellent writing, editing, and organizational skills, and be able to work both independently and in teams and lead projects with many moving parts.

### **Position Description:**

#### ***Communications***

- Ensure that Health & Medicine's key messages are created and are carried out consistently in all communications
- Meet regularly with program staff to gauge their communication needs and support and advance their work
- Support the production of all Health & Medicine's development and marketing materials
- Write and edit content for all platforms, serve as liaison to design company, serve as production manager
- Draft press releases, write and submit articles on behalf of the Executive Director
- Build and manage H&M's social media presence, monitoring and evaluating campaign effectiveness with tools like Google Analytics, Facebook Insights, etc.
- Improve inbound organic search traffic
- Optimize the posting of blogs, videos, reels, social media, and related strategies
- Create executive summaries of web analytics data and site evaluations
- Continually evaluate the social media and digital landscape for innovative/new platforms to determine viability and how to implement into overall marketing strategy
- Manage eNews communications, including newsletters and announcements
- Implement Health & Medicine annual website plan and manage day-to-day maintenance and updates to multiple sites, serve as liaison to website vendor
- Monitor analytics and create reports of communications campaigns and strategies
- Manage all virtual and in-person special event planning, registration, support, logistics and marketing. Events include educational Forums, Program-specific events, small major donor receptions, medium-sized cultivation and "friend-raising"-type events, and annual large galas. Responsibilities may include setting up, managing, and attending virtual, hybrid, and in-person events, coordinating e-invitation production, mailings, and managing RSVPs; drafting emails/letters

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to vendors and related correspondence; securing donations for and overseeing coordination of silent auction.

- Implement communications and media-related activities not yet defined

## ***Development Assistance***

Working with the Administrative Assistant:

- 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***

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

## **Qualifications:**

- Bachelor's degree with 2 years of work experience, or some college with 3 years of work experience
- Advanced verbal and written communication skills
- Excellent knowledge of social media platforms including Instagram, LinkedIn, Twitter and Facebook
- 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 2 years of experience with multi-faceted communications/public relations strategies; experience in writing for and contributing to a website and managing social media
- Experience working with printers, designers, and editors
- Able to work well in a team environment, handle multiple assignments, and meet deadlines
- Advanced competency with Microsoft Office
- 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
- Some evening and weekend work required

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## **Note on Modified Work Environment During COVID-19 Pandemic:**

To protect the health of staff and to align with public health guidance, Health & Medicine staff have been working remotely since March 2020. Employees are required to have access to a working internet connection and phonenumber that enable them to conduct their work. Health & Medicine's modified work environment in response to COVID-19 is considered to be temporary and subject to change. We will continue to monitor and be responsive to the COVID-19 pandemic.

## **Salary and Benefits:**

Position is 20 hours per week. Schedule is flexible, but minimum of 3 days per week required. Starting salary range \$19,250-21,500 annually depending on qualifications and experience. Paid vacation and sick days offered.

## **To Apply:**

- Email a cover letter and resume to Ann Duffy at [jobs@hmprg.org](mailto: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 March 11, 2022.
- 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.