



MENTAL HEALTH AMERICA OF NORTHEAST INDIANA Job Description

Position title: Development & Marketing Coordinator
Department: Administration
Reports to: Executive Director

General Purpose

The mission of Mental Health America of Northeast Indiana (MHANI) is to promote the mental and emotional health of our community by offering advocacy, education, support services, and hope.

We envision a community that embraces individuals with mental health challenges, promotes recovery, and fosters wellness.

The Development & Marketing Coordinator will be a key member of MHANI team, with a concentration in successfully coordinating all donor stewardship initiatives, special events, and marketing strategies that increase the organization's reach. We are looking for a team player with excellent communication skills. The ideal candidate will be a self-starter with a strong attention to detail. This is a hybrid remote/in-office position in Fort Wayne, Indiana.

MHANI is an equal opportunity employer. Working for MHANI is about joining a culture of openness, collaboration, trust, and the invitation and expectation to have a voice. We strive to continually lead with our values and beliefs that enable everyone at MHANI to develop their potential, bring their full self to the workplace, and engage in a community of diversity and inclusion.

Essential Duties & Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

Responsibilities:

- Cultivates and builds relationships to increase the organization's reach
- Develops and maintains all donor stewardship initiatives
- Manages all fundraising activities including annual giving, sponsorships, and other MHANI solicitations

- Works with different departments to tell MHANI's story and appeal to stakeholders
- Oversees accurate gift processing standards, including timely gift entry and acknowledgement and integrity of data
- Works with the Executive Director to create the annual strategy, goals, and budget necessary to achieve organization objectives
- Social media management & email marketing
- Develops and updates marketing materials, both digital and printed
- Prepares detailed and meaningful reports for leadership & the board of directors
- Coordinates all special events and delegates tasks accordingly

Qualifications:

- An undergraduate degree from an accredited educational institution, preferred
- 1-2 years of experience in fundraising, special events and/or marketing
- Combination of education and equivalent work experience may be considered
- Proficiency in Microsoft Office and strong computer skills
- Experience publishing content on social media platforms
- Experience using a donor database and producing reports
- Experience with Canva and MailChimp, preferred
- High attention to detail, organizational skills with the ability to multi-task
- Self-starter attitude with minimal supervision needed
- Excellent communication skills both written and verbal
- Strong relationship building skills both internal and external
- Demonstrated time management skills and ability to meet deadlines
- Acceptable work ethics, professional conduct, and appearance, reflecting MHANI's image and values
- Eligibility to work in the United States
- Ability to pass a criminal history background check and drug screen
- Valid Indiana Driver's License and required minimum insurance coverage

Supervisory Responsibilities

This position does not have direct staff supervisory responsibilities.

Work Environment

This position operates in an in-office work environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to touch, handle

or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 15 pounds and occasionally lift and/or move objects up to 25 pounds.

The employee may have prolonged periods sitting at a desk, working on a computer, and answering phone calls.

The employee may be frequently required to use stairs.

Position Type and Expected Hours of Work

This is a full-time position for Monday through Friday, but occasional evenings and weekend hours can be necessary for various events. This is a hybrid remote/in-office position in Fort Wayne, Indiana.

Travel

Some travel for various tasks may be required in Northeast Indiana.

Please email resume, cover letter and 2 professional references to:
info@mhanortheastindiana.org

Deadline for submission is February 1, 2023.