

**Position Title:** Philanthropy & Communications Officer

**Schedule:** Part-time, approximately 20 hours per week

**Salary:** \$19.23 per hour

**Benefits:** health care stipend, paid personal leave and sick leave

**POSITION SUMMARY** – The Philanthropy & Communications Officer advances the mission of Partner for Mental Health through many diverse activities. This position works closely with the Executive Director to coordinate fundraising efforts and success, including implementing and reporting on agency philanthropic efforts to meet advancement goals. The Philanthropy & Communications Officer also works with the Executive Director to develop and implement the agency's comprehensive communications plan. Due to the sensitive nature of the information handled in this position, the Philanthropy & Communications Officer must be able to maintain a discreet, confidential, and professional manner at all times both within and outside the agency.

**TO APPLY** – Email your cover letter, resume, and one writing sample to

**jobs@partnerformentalhealth.org**. In your cover letter, explain why you want to join the Partner for Mental Health team and describe your commitment to recovery-oriented, trauma-informed, and person-centered language. While your writing sample may be on a topic other than mental health, it should clearly demonstrate your excellent written communication skills. Academic papers and/or previously published works are fine. All submissions are solely for evaluating writing skills and will be kept confidential.

**Applications lacking either a cover letters and or a writing sample will not be considered. No phone calls, please.** The position will remain posted until filled.

**THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING—**

- Belief in the inherent dignity of all human beings
- Commitment to Partner for Mental Health's belief that people experiencing mental illness can and should live self-directed lives in their home communities
- Commitment to the use of recovery-oriented, trauma-informed, and person-centered language and standards in all interactions
- Ability to hold sight of the big picture while simultaneously addressing details
- Comfort working collaboratively and will minimal direct supervision
- Ability to maintain appropriate professional boundaries
- Experience using a donor database or an enthusiastic willingness to learn
- Ability to organize time effectively to meet assigned work demands
- Excellent ability to express and transmit ideas and knowledge in a clear and organized manner to diverse audiences both verbally and in writing
- Strong people skills, sound judgment in completing tasks of the position, and enjoy a varied work schedule and job duties
- Ability to establish and maintain working relationships within and outside the agency in a professional manner
- Excellent computer skills in Microsoft Office applications, WordPress, and social media platforms
- Bachelor's degree in a relevant field

## **TECHNICAL COMPETENCIES—**

### ***The Philanthropy and Communications Officer will...***

#### **Knowledge and Abilities**

- Keep informed about the agency's mission and programs
- Keep informed of developments and best practices of philanthropy, communications, and related fields

#### **Philanthropy**

- In coordination with the Executive Director, design, plan, and implement Partner for Mental Health's Annual Development Plan
- In coordination with the Executive Director, design and implement annual appeals including creation of mailing lists, letters and distribution
- Actively cultivate and engage assigned donors
- Participate in outreach events to introduce new donors to Partner for Mental Health and raise awareness of agency services
- Distribute information about the agency to inform the community and potential donors.
- Develop and monitor philanthropy activities to ensure they are effectively responding to agency, community, and donor needs and budget requirements.
- Keep thorough and timely records of information about contacts with donors in the agency donor management system.
- Manage the donor database including data entry, creation of acknowledgements, file management, and creation of reports
- Provide event planning and assistance

#### **Communications**

- In coordination with the Executive Director, design and implement a comprehensive agency communications plan
- Create communication materials including but not limited to the Annual Report, the agency brochures and rack cards, and event collateral
- Develop collateral materials for stakeholders and community partners to ensure consistent agency messaging
- Manage agency website content and social media platforms
- Manage communications and media for special projects as needed

#### **Reporting/Documentation/Evaluation**

- Manage agency's donor database to ensure accuracy and timely data entry
- Set and meet goals, analyze results, and report to the Executive Director on all activities
- Participate in agency data collection and analysis
- Respond to emails and phone calls no later than the end of the following business day

#### **Supervision**

- Meet with Executive Director as scheduled to discuss activities including status, needs, and progress related to assigned duties
- Be prepared for and provide input at team and agency meetings.

## **CORE COMPETENCIES—**

***All Partner for Mental Health Employees will...***

### **Strive for High Quality:**

- Maintain the highest integrity in all aspects of agency and program operations and duties
- Maintain flexibility when performing duties and interacting with others
- Set appropriate priorities and plan work systematically
- Maintain appropriate professional boundaries with clients, colleagues and donors
- Protect privacy and confidentiality of clients, colleagues and donors
- Participate in professional development and supervision to seek guidance, expand knowledge and use of best practices

### **Participate as an Effective Team Member:**

- Treat people in a caring and respectful fashion, mindful of individual, cultural and ethnic differences.
- Be respectful in all verbal and written communication
- Actively communicate pertinent information to others in the agency who need to know
- Resolve issues with the person(s) most directly involved and encourage others to do the same
- Develop and maintain positive working relationships with co-workers and other community agencies in related fields
- Participate in scheduled agency and other team meetings
- Know, understand and communicate the agency's philosophy and mission
- Be proactive; give and receive input and seek solutions that balance the needs of the individual, program, agency, and community
- Provide clear and accurate information to potential clients, the community, other agencies and funders regarding the agency's function
- Respect and protect agency-owned property and assets and use agency resources for business-appropriate purposes
- Perform other duties, not listed here, deemed necessary for the well-being of the agency

**Additional Requirement** – The safety of individuals with whom we work is of paramount importance to us. Every employee must pass background checks including the Virginia State Police and FBI criminal background checks.