



Outreach Specialist

The Myasthenia Gravis Association (MGA), a 501c3 organization seeks an Outreach Specialist to join their team. This position is based in Kansas City with a hybrid work environment where approximately 2-3 days of work are in office.

CORE RESPONSIBILITIES:

- Maintain and coordinate all MGA calendars including the web and social media events
- Serve as the first point of contact for all inquiries to MGA, helping identify individual needs and directing them to the appropriate staff member
- Assist with physical office equipment and supply management
- Track event registrations
- Support the MGA team to obtain and acquire donations for MGA benefits and events
- Support the MGA to provide thank you and tax acknowledgement letters for donations
- Support the MGA team in our clinic partnerships as needed
- Support and assist with the development of social media campaigns
- Provide administrative support to support groups as needed
- Input and track event attendance in MGA database (Salesforce)
- Assist in maintaining MGA database and provide reporting to the team upon request
- Provide intakes on individuals living with Myasthenia Gravis who contact the MGA including the coordination and distribution of new patient packets
- Coordinate and provide content for the weekly blog
- Maintain and update MGA webpage as needed
- Represent the MGA in the community as needed
- Work closely with MGA Team surrounding internal and external events in a manner that aligns to the MGA's overall strategic goals
- Network and gain sponsorships and donations to MGA core events
- Coordinate and effectively communicate with volunteers
- Collect and assemble event materials
- Assist with volunteer events and recognition
- Develop and track feedback from groups and events

IDEAL CANDIDATE WILL:

- Have 2+ years experience working in the nonprofit space.
- Have the ability to travel as needed +/- 20% (typically Monday-Friday) with some extended workdays and weekends
- Be a self-starter
- Must be able to lift 25lbs

- Manage multiple projects simultaneously
- Implement and maintain a system of organization
- Operate with a sense of urgency
- Demonstrate consistent and timely follow through
- Demonstrate a team mentality and positive attitude
- Maintain composure under pressure
- Demonstrate an ability to seamlessly adjust with changing directions
- Demonstrate best in class client and patient service
- Uphold professional standards in communications, appearance and interactions
- Be proficient in Word, PowerPoint, Excel, Outlook, Canva and database management
- Prior experience with Salesforce, OneCause, and Zoom or other digital event platforms is preferred.

Work Hours & Benefits:

This is a fulltime position; 40 hours per week. Some Saturdays and evenings are required for events. The MGA offers health insurance benefits. In addition, the MGA offers 2 weeks of PTO as well as all federal holidays. The MGA also follows a schedule of paid holiday closure the week of the 4th of July and the week between Christmas and New Years.

Starting salary range of \$44,000-\$48,000

For more information about Myasthenia Gravis Association visit www.mgassociation.org

To Apply: Send *resume, cover letter* and *rate requirements* to:

Allison Foss
allisonfoss@mgakc.org

Myasthenia Gravis Association is an equal opportunity employer who values and embraces diversity.