

Coordinator, Communications & Development

Reports To: Senior Director, Communications & Development		
Level/Grade Professional	Type of Position Full Time	Hours/Week 40 hours/week; non-exempt
GENERAL DESCRIPTION		
<p>The Coordinator will assist the Senior Director to oversee management of donations, sponsorships and memberships, coordinate specific communication and social media initiatives, and manage onsite events in the THC Learning Center. The ideal candidate will have strong communication and project management skills, will be self-motivated, highly creative and organized.</p>		
JOB RESPONSIBILITIES		
<p>Donations, Sponsorships and Membership</p> <ul style="list-style-type: none"> • Perform all data entry (donor information, donation, and prospects) • Maintain and update donor/sponsor/member database • Coordinate the donor acknowledgement, recognition, and sponsor/membership benefits process • Assist with the research, development, completion, submission, and progress reporting of selected grant opportunities • Track and report relationship management activity • Generate an annual engagement calendar of activities <p>Communications</p> <ul style="list-style-type: none"> • Assist in writing articles/blog posts for website and newsletters • Assist with the organization and support of THC special events including annual Inspire Healthcare and HealthForce • Contribute to THC’s social media presence through content development and social media campaigns • Support website updates as needed <p>Learning Center Events</p> <ul style="list-style-type: none"> • Manage, receive, and coordinate all bookings and rentals for the Learning Center and monitors results thereof • Provide technical expertise to assist Learning Center guests with event related needs (AV, computer programs, etc.) • Implementation of policies and procedures as they relate to Learning Center operations and on-going review and addition/revisions as necessary • Available to work irregular schedule as required, ensuring proper coordination of events and activities scheduled in The Health Collaborative facilities 		

POSITION REQUIREMENTS

- Excellent communication, organizational & problem-solving skills
- Ability to lead projects and activities
- Demonstrated ability to develop and execute strategy
- Ability to think creatively and innovatively
- Excellent communication skills (written and oral)
- Strong presentation skills
- Good public relation skills and networking skills
- Proficient with Microsoft Excel and other Microsoft Office applications
- Solid understanding of various social media platforms and related audiences
- Knowledge of Salesforce preferred
- Must be able to move conference room furniture and lift up to 50lbs. on a regular basis

EDUCATION/CERTIFICATION REQUIREMENTS

- Associates degree in related field preferred; relevant work experience in lieu of degree will be considered

OTHER INFORMATION

Salary range: \$45,000 - \$52,000

APPROVED BY [S. Schmitt](#)

DATE POSTED 08/30/2021