



## **JOB POSTING**

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**RESPONSE REQUESTED BY:** Monday, December 13, 2021  
**TITLE:** Communication Specialist  
**DEPARTMENT:** Development  
**REPORTS TO:** Director of Development

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### **SUMMARY OF POSITION**

Incumbent is responsible for the overall communications of the Mission and assisting the Director of Development in implementation of the Mission's fundraising efforts.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Assumes the lead responsibility for writing, developing and implementing Donor Appeals and Newsletters, consulting with the Executive Director and Director of Development, and coordinating with donor services staff on the preparation and mailings, utilization of printing companies, mail houses, etc.
2. Responsible for the development and management of the Mission's effective communications, consulting with the Executive Director and Director of Development with items including the website, news and social media, managing allocation of speakers, distribution/assignment of tours coming through general requests, and distribution of general Bethesda requests.
3. Works with the Event Coordinator in the development and management of Donor Events including events for discovery (new prospects), cultivation (current donors) and appreciation, such as Annual Banquet, Christmas at Italian Lake, Highmark Walk, etc.
4. Assists with the ministry's needs in the area of key donor correspondence, promotional materials and other marketing ideas necessary to sustain the fundraising efforts for the needs of the ministry.
5. Develops relationships with Bethesda Mission's Ministry Directors, e.g., Men's Shelter, Women's Shelter, Community Center and other facilities to encourage effective communication and understanding throughout the Mission of our key messages.
6. Attends occasional social functions hosted by various foundations, corporations and associations to cultivate and maintain relationships.
7. Fulfills speaking engagements as appropriate.
8. Performs other duties as assigned.

## **QUALIFICATIONS**

1. Provides a biblically sound testimony of having accepted Jesus Christ as Lord and Savior and leads a life worthy of that profession. Actively engages in private and corporate prayer, Bible Study, regular church attendance, and holy living.
2. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Bethesda Mission Directives, the Bethesda Mission Code of Conduct, the Bethesda Mission Statement of Faith, Value Statement and Narratives, and the Mission Statement.
3. Committed to serving the poor and homeless.
4. Possesses a Bachelor's degree or its equivalent in combined formal education and career experience that includes non-profit fundraising, grant writing, public relations, donor cultivation and solicitation. Presents a history of stable and responsible employment.
5. Demonstrates creative skills in written and verbal presentations and communication/public speaking and portrays a professional, business-like demeanor. Ability to establish and maintain effective working relationships with the Board, staff, donors, and public.
6. Ability to work as part of a team atmosphere and independently with minimal direct supervision toward meeting assigned responsibilities and overall goals.
7. Ability to effectively use a computer, including an understanding of database management.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

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

Works in office areas as well as throughout the facility and travels to other Mission facilities as required. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with staff, visitors, etc., under all conditions/circumstances. May be required to work extended periods of time at a computer requiring repetitive motion. Infrequent light physical effort required.