



JOB DESCRIPTION
Communications & Development Associate

Posted January 4, 2012

Mission: *Exceptional Persons, Inc. (EPI) makes a positive difference for people living with disabilities, enhances community child care and strengthens families.*

JOB TITLE: Communications & Development Associate
DEPARTMENT: Communications
RESPONSIBLE TO: Communications & Development Director
CLASSIFICATION: Part-time, Non-Exempt
LAST REVISED: January, 2012

QUALIFICATIONS:

REQUIRED EDUCATION: Associates degree in communications, marketing, public relations or related field.

REQUIRED EXPERIENCE LEVEL: OR Two years related work experience (Equivalency may be established through a combination of work experience and education). 18 years of age or older.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Must be proficient in Microsoft programs (Word, Excel, Outlook). Demonstrated ability to work professionally with volunteers and local businesses. Demonstrated written and verbal communication skills. Proven organizational skills, prioritizing tasks, event planning and time management skills. Ability to manage multiple projects simultaneously. Ability to follow written instructions. Ability to participate in events and meetings. Ability and desire to continuously learn and be flexible. Must be self-starter, self-motivated. Valid driver license, reliable vehicle and current auto insurance. Ability to speak, read and write in English.

BENEFICIAL KNOWLEDGE, SKILLS AND ABILITIES: Experience working in various communication mediums (such as print, TV, radio, online, social media, etc.). Design and web skills beneficial.

REQUIRED SCHEDULE: Hours are flexible, between 8 a.m. and 5 p.m. Monday through Friday. Occasional, night and weekend hours may be required.

1. Essential functions and responsibilities: Workplace attendance and participation.

- Attends regularly. Dependable coming to work as scheduled. Reports absences within department procedures.
- Proactively develop and manage an effective, written work schedule, making necessary scheduling accommodations to meet staff training needs, including but not limited to evenings and weekend classes offered. Completes and analyzes time accounting on a daily basis.
- Attend and participate in required meetings (i.e., all-agency meetings, department/program meetings, training, etc.).
- Successfully complete all in-service training required for the position within timelines and participate in other training, as assigned.
- Manages work time to meet the needs of internal and external customers, stakeholders and individuals receiving services.

2. Essential functions and responsibilities: Assist with the implementation and coordination of public relations, communications and marketing.

- Coordinate/facilitate the implementation of communication/event plans
- Develop, distribute and track media relations as well as advertising and promotional efforts (news releases, community calendars, print advertising, etc.)
- Assist with the maintenance and growth of online and social media presence
- Assist with the maintenance and growth of visual library and video
- Assist with brand development (maintain collateral such as brochures, flyers, etc. as well as premiums)
- Assist with the maintenance of internal intranet
- Assist in the writing and content development for various communication pieces (eNews, newsletter, website, etc.)
- Coordinating print production and mailings
- Assist in the coordination of all public relation events (parades, recognition events, anniversaries, etc.)

3. Essential functions and responsibilities: Assist with the implementation and coordination of development/fundraising efforts.

- Assist with donor recognition activities (hand written notes, letters, events, etc.)
- Play lead role in the planning and implementation of annual 5K Run, Walk and Roll benefit
- Assist in the coordination of all fundraising events
- Utilize and maintain donor management database – (entering gifts, recording activities, generating reports, etc.)
- Participate in donor and prospect research
- Assist in the implementation of fund development campaigns and initiatives

4. Essential functions and responsibilities: Assist with the implementation and coordination of community outreach.

- Nurture volunteer relationships
- Foster volunteer opportunities within the organization
- Track volunteer involvement
- Assist in orientation and acclimation of new volunteers
- Participate in the development of business relationships to seek more volunteer partnerships

Essential functions: Demonstrated values.**Stewardship-Transparent and responsible use of resources.**

- Manages talents and resources in a trustworthy and responsible way.
- Seeks opportunities for cost containment and revenue enhancement.
- Adheres to all health and safety policies and procedures including but not limited to: agency work injury program if necessary, proper use of personal protective equipment, use of universal precautions, demonstration of the department emergency procedures, reporting and resolving unsafe workplace conditions, maintaining a safe work environment, etc.
- Works to accomplish desired training outcomes while using human resources, supplies, equipment, energy and other resources responsibly and conservatively.
- Effectively controls costs through economical utilization of personnel, materials and equipment.
- Operates within established training budget.
- Gathers, analyzes, interprets and acts on all required data effectively and efficiently and within established timelines.

Teamwork-Working together to bring out the best in each other.

- Anticipate, identify and respond to the needs of others in a respectful and accommodating manner.
- Foster effective customer service with all internal and external stakeholders.
- Accepts supervisory guidance and counsel.
- Actively participates in work groups and committees.
- Pitches in when extra work is needed.
- Recognizes and supports the efforts of coworkers.
- Ability to work effectively and cooperatively with coworkers.

Integrity-Driven to do what's right.

- Independently follows agency policy and procedures.
- Complete any other related tasks and responsibilities as assigned and required.
- Interacts with others in an honest and professional manner.
- Follows through with commitments including meeting established timelines.
- Identifies and resolves difficult issues.
- Recognizes and respects privacy/confidentiality standards.

Quality-Innovative services, extraordinary outcomes.

- Actively supporting quality improvement initiatives.
- Is self-directed and willing to seek, act on and evaluate new ideas and solutions.
- Expands knowledge of departmental/agency operations.
- Supports agency efforts in conducting program evaluations.
- Performs work assignments in a thorough, accurate and orderly manner.
- Supports accreditation and regulatory standards.
- Is ethical in individual and business practices, following established agency code of ethics and confidentiality.
- Participates in opportunities that enhance personal and professional growth.

Physical Demands: The work is primarily sedentary. The employee is normally seated; however, performance of the work provides intermittent sitting, standing, and/or walking at will. There may be some light tasks requiring a minimum of tiring physical effort such as occasional walking, standing, bending, or carrying light items (weight typically does not exceed 25 lbs) such as papers, books, etc. May require specific but commonly possessed degrees of agility and dexterity.

Potential Exposure to Blood and Body Fluids: Job functions do not include tasks with likelihood of exposure.

Mental/Visual Demands: Normal mental/visual attention in connection with the standard workflow with occasionally repetitious work required. Occasional or intermittent work (up to 20% daily) requiring an intense level of concentration is required.

Work Environment: Work environment is without unpleasant conditions. Employee would not normally be exposed to disagreeable elements of discomfort (e.g., standard office area with adequate light, heat, ventilation and noise limited to usual sounds of computers and other office equipment).

Unavoidable Hazards/Risk

The work environment requires risks which require normal safety precautions typical of such places as offices, meeting rooms, etc. The magnitude of bodily injury resulting from work hazards is small.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or individuals served.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have been provided with a copy of this job description. I understand I am responsible to perform the essential functions and responsibilities listed in this description, and that I am to ask my supervisor for clarification regarding any information or statements within this job description I may not understand. I also understand I may request a reasonable accommodation with the Human Resources department to assist in me successfully performing the essential functions and responsibilities of this position.

Employee Sign Name

Date