



Development and Communications Director

Position Summary

Reports to the Executive Director and the Board of Directors. This position is responsible for developing, implementing, monitoring and evaluating the agency's fundraising plan which include grants, donor giving, and fundraisers. The position is also responsible for developing and implementing a communications plan to maintain and promote the image of the organization to the public.

Please submit resume and samples of writing and social media posts to Jessica Cuevas, jcuevas@moodyclinic.org

Development Responsibilities

- Conceptualize and write compelling proposals for both private and public funders, including complex proposals that require working closely with the executive director and staff.
- Ensure all application materials (narratives and attachments) are of the highest professional quality and all deadlines are met.
- Generate accurate and timely responses for all due diligence requests and/or grant reports during and after the grant agreement.
- Actively cultivate and manage relationships with grant program officers and institutional funders.
- Collaborate with the executive director and board of directors to help coordinate and execute annual fundraising events.
- Complete any assignment and project related to fundraising and special events as needed.

Communication Responsibilities

- Responsible for creating, implementing and measuring the success of a comprehensive marketing and communications strategy that will enhance Moody Clinic's image and position within the marketplace and the general public, and facilitate internal and external communications. Continuous evolution of this strategy is a must.
- Manage the strategic and creative design of Moody Clinic marketing and communications activities and materials including website, social media, video production, print.
- Responsible for editorial direction, design, production and distribution of all of Moody Clinic's publications, including Annual Appeal and fundraiser event print materials. Work closely with organization's contractors on all creative and branding initiatives to ensure a consistent message across channels.
- Coordinate the appearance of all of Moody Clinic's print and electronic materials such as letterhead, use of logo, brochures, etc.
- Ensure that the Moody Clinic regularly conducts relevant market research and coordinate and oversee this activity. Monitor trends.

- Coordinate media interest in the Moody Clinic and ensure regular contact with target media and appropriate response to media requests.
- Ensure storytelling is used across all platforms to distribute Moody Clinic's message to the public.
- Develop short- and long-term plans and budgets for the marketing and communications program and its activities, monitor progress, assure adherence and evaluate performance.
- Ghostwrite all of the clinic's internal and external communications.

Organizational Strategy Responsibilities:

- Provide support to the Executive Director during the day to day management of the operations.
- Work with executive director, board of directors and staff to develop and maintain a strategic perspective -- based on marketplace and constituent needs and satisfaction -- in organizational direction, program and services, decision-making; and ensure the overall health and vitality of the Moody Clinic.
- Collaborate with the executive director and board of directors in the planning and management for the health of the organization including strategic planning, budget meetings, etc.
- Help formulate and administer policies to ensure the integrity of the Moody Clinic.
- Act as an internal consultant to bring attention and solutions to priorities of the Moody Clinic.
- Provide administrative support for annual audit.

Experience and Training

5-7 years of experience in marketing, communications, social media, grant writing and related fields.

Training

Bachelor's degree or higher in marketing, journalism, communications, public relations or related field from an accredited college or university.

Licenses or Certifications

Travel within the city is required. Possession of an appropriate valid Texas driver's license and insurance.

Working conditions

Office environment, exposure to computer screens, frequent contact with the public.

Compensation Range

\$60,000-\$70,000

Benefits

Medical, dental, life insurance, 401K, ample paid time off including spring break, July, thanksgiving and Christmas.