



## Grant and Communications Specialist Job Description

**Summary:** The Grants and Communication Specialist is an integral member of the Development team and will be responsible for writing compelling and persuasive copy that facilitates a human connection to the RMHC of NEIN. Brings a demonstrated interest in and talent for effective communications including but not limited to, grants, newsletters, appeals and social media and event content. Proven ability to work in a result driven, high-volume environment while maintaining a compassion and pursuit of the RMHC of NEIN mission.

**Status:** This position is full time, salaried and reports to the Chief Development Officer.

### Job Qualifications:

- 3 - 5 years of grant writing and communications experience.
- Minimum of an Associate degree or 4 years' equivalent experience with an emphasis on writing.
- Excellent writing skills.
- Strong copy-editing skills.
- Experience responding to competing deadlines and managing multiple tasks and priorities within a fast-paced working environment, both independently and in a team-oriented, collaborative manner.
- Highly organized with the ability to understand and execute complex instructions.
- Knowledge and experience with grant research.
- Must possess excellent communication skills and the ability to work with all levels within the organization to achieve goals.
- Strong computer skills, experience with Blackbaud/Razor's Edge software preferred.

### Competencies:

- Collaborative – builds partnership and works collaboratively to meet shared objectives.
- Trust – gains confidence and trust of others through honesty, integrity, and authenticity.
- Customer focused – builds strong customer relationships and delivers customer-centric solutions.
- Accountable – holds self and others accountable to meet commitments.
- Communicates effectively – develops multi-mode communications that convey a clear understanding of the unique needs of different audiences.

This position shall include, but is not limited to, the following:

### Grant writing:

- Research funding sources and identify potential community partners for grant proposals and projects.
- Conceptualize projects that qualify for philanthropic funding, research and gather the information, write drafts, and obtain approvals and letters of support in professionally packaged proposals.
- Work with CDO to appropriately plan and implement grant program to ensure success.

- Monitor grant expenditures for compliance with grant requirements, tracks results, and writes required stewardship reports meeting all deadlines.

**Communications:**

- Assist in the development and execution of the RMHC annual communication plan including, but not limited to, social media, newsletters, annual report, PSAs, mass direct mailings, email communication, press releases, and marketing calendar.
- Manages social media creating engaging and relevant content, including creation and implementation of calendar, postings, family stories and follow up.
- Maintain communication calendar and ensure timely execution of all tasks.
- Develop an in-depth understanding of current trends, best practices and emerging technologies in the digital space and apply that knowledge to the cultivation of relationships toward the goal of fundraising
- Collaborate with staff on various communications projects to support the mission, including event collateral, volunteer communications, and more.
- Assist all staff and board committees with marketing including print material, press releases, etc.
- Maintain and update website including monthly audit of website.
- Direct and/or execute photography and videography responsibilities for RMHC of NEIN including those organized for guest families, fundraising and events.
- Utilize RMHC Radar Resource Library to ensure our Chapter is in alignment and compliant with all Branding Guidelines set forth from RMHC Global. Additionally, stay up to date on information and opportunities to align with Global initiatives.

**Other**

1. Pursue opportunities for professional development as needed.
2. Maintain positive relationship with Parkview Regional Medical Center, other Ronald McDonald Houses, volunteers, McDonald’s and other persons associated with Ronald McDonald House, treating fellow staff members with respect and sensitivity.
3. Attend and participate in staff meetings and operations team meetings. Cooperate with other staff concerning House staff coverage during vacations and holidays.
4. Execute other responsibilities as requested by the Chief Development Officer.

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Employee Signature

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Date

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CEO Signature

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Date