

MIGRANT CLINICIANS NETWORK, INC.
Job Description for Project Coordinator, Development and Communication

I. JOB DETAILS

Position Title:	Project Coordinator, Development and Communication
Location:	Chico, California
Reports to:	Director of Education and Communication
Position Class:	Full time, hourly
Compensation:	Benefits
Positions Supervised:	None
Travel Required:	Occasional
Date:	February, 2020

II. JOB DESCRIPTION

A. Summary

The **Project Coordinator, Development and Communication** is responsible for the design and successful execution of fundraising strategies and programs in support of MCN's work. In addition, the Project Coordinator is responsible for researching, writing and editing grant proposals for special projects, ongoing programs, and general operations primarily within the state of California. The person in this position a member of the communications team and works to promote and market MCN to its constituents and the general public. This position requires someone who can work well independently, within pre-determined guidelines. Bilingual Spanish/English strongly preferred. The Project Coordinator reports directly to the Director of Education and Communication.

B. Core Competencies

- Committed to working with MCN for a reasonable timeframe, preferably a minimum of two years.
- Works in alignment with MCN's organizational values; teamwork, innovation, excellence and a passion for the mission
- Applies MCN's performance improvement goals and guidelines
- Maintains a positive outlook and flexibility in MCN's fast paced and dynamic environment
- Demonstrates personal initiative in all activities:
- Develops and maintains relationships with a diverse community of office colleagues, remote staff members and other organizations.
- Embodies the belief that healthcare is a right
- Posses excellent communication both verbal and written

C. Primary Responsibilities with estimated percentages of time

40% Fundraising: Under the direction of the Director of Education and Communication, Chief Financial Officer, and Chief Executive Officer, has broad responsibility for the design and successful execution of fundraising strategies and programs including:

- Manage and expand the donor program through innovative fundraising campaigns via digital platforms and in-person events, etc.

- Maintain a sound donor data management system, ensuring all information is accurate, current, and accessible, such as donation amount, campaign name, and proper acknowledgement of donation.
- Coordinate core fundraising communications, marketing, and public relations activities.
- Conduct research and analysis for strategic development efforts using donor data management system.
- Provide reports to the Director of Communication and Education, Chief Financial Officer, and Chief Executive Officer.

20% Grants: Manage California-based grant opportunities:

- Edit and write grant proposals for special projects, ongoing programs, and general operations.
- Prepare attachments and coordinate final production of the proposal.
- Write reports based on foundation guidelines.
- Write/track acknowledgement and thank you letters.
- Track reporting and submission guidelines.
- On an as-needed basis, help write, edit, and review grants from Austin, Salisbury, and satellite offices.

30% Communications

Work as a member of the communications team in concert with development efforts:

- Develop and execute consistent communication to cultivate and grow donors, mailing lists, and social media followers.
- Create, write, and edit annual reports, press releases, publications, and printed and web materials as needed.
- Update and maintain organization's online publications, website, and social media as needed.
- Assist in the development of a social media and communication strategy to increase the reach of MCN's work.

10% Administration & Special Projects

Assist with special programs, projects, and publications as appropriate

III. JOB REQUIREMENTS

- Education. Bachelor's degree from an accredited four-year college or university or administrative experience.
- Language. Knowledge of Spanish a plus
- Experience. Demonstrable administrative and project management experiences.
- Computer Skills. Knowledge of Microsoft Word, Outlook, Excel, Access and Power Point
- Other. Can manage multiple tasks and is organized and methodical.

IV. PHYSICAL REQUIREMENTS

Visual/hearing ability sufficient to quickly analyze and comprehend written/verbal communication and all business documents. The ability to perform tasks involving physical activity, which may include lifting, not to exceed thirty (30) pounds, and extensive periods of standing and sitting. Must possess the ability to manage stress as it related to the job functions described herein.

V. COMPENSATION

MCN offers full time, hourly employees an array of benefits including: health insurance, disability insurance, life insurance, a health and well being stipend, monthly contributions to a health savings account, 18 days/year of paid time off and 12 holidays.

VI. DISCLAIMER

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. MCN reserves the right to revise or change job duties and responsibilities as the business need arises, or as program needs change. In compliance with EEOC 29 CFR, part 1630, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodations shall be made if it does not constitute undue hardships upon this organization.

VII. SIGNATURE

My signature below signifies my receipt of this job description and does not in any way create a contract for employment or alter my employment at-will status.

Signature

Date