

Development and Marketing Associate

Milwaukee Christian Center



Interested candidates should email a cover letter and resume to mcchr@mccwi.org with "Development and Marketing Associate" in the subject line

Milwaukee Christian Center (MCC) offers a workplace that believes in the promise of both people and place, and is working to build strong neighborhoods full of opportunity.

In partnership with the Director of Development, the Development and Marketing Associate builds community support for the MCC mission through brand awareness and marketing efforts. Additionally, this position assists with donor relationships through database management.

Reports to: Director of Development

Schedule: Fulltime Exempt position, occasional weekend and evening commitments

Pay Rate: \$40,000-45,000/annually, based on experience

Benefits: Health and dental insurance, pre-tax flexible spending account, 403(b) defined contribution retirement plan with 3% match, generous paid time off package starting at 20 days per year for full-time employees and 12 paid holidays, phone/technology stipend for eligible positions, and expansive employee assistance program.

Duties and Responsibilities Include:

Marketing:

- Support branding and marketing efforts to promote the mission of the Milwaukee Christian Center
- Develop and maintain sound knowledge and understanding of MCC's mission, programs, target population, and vision
- In collaboration with Director of Development and Program Leaders, ensure that messages internally and externally are supportive and consistent with marketing strategies and programmatic needs
- Create and edit email communications for MCC including newsletters, program updates, events and appeals
- Maintain MCC's website, social media accounts, blog posts, Google pages and general online presence
- Collaborate with the Director of Development and Program Leaders to create and distribute annual reports, infographics, flyers, postcards, press releases and media relations

- Responsible for the proper formatting, accurate proofreading, editing, and distribution of MCC marketing materials

Database Management

- Write, prepare and send acknowledgment letters; coordinate donor stewardship with an emphasis on creating engaging, meaningful touchpoints which match with the donors' communication preferences
- Create donor profiles, input donor activity and maintain data integrity in donor database
- Assist with creating and coordinating delivery of donor appeals, including annual, planned giving, and targeted appeals.
- Support grant writing workflow and management as needed

Event Planning

- Lead annual event silent auction solicitation efforts
- Assist with coordination of fund development and program events, including securing sponsorships, managing invites, event logistics and analysis of event effectiveness

Qualifications Desired Include:

- Ideal candidate brings tenacity, critical thinking and the ability to connect prospective supporters with the organization's mission
- Ability to work independently and with a team
- Strong organization and communication skills
- Ability to maintain a high level of confidentiality
- Able to collaborate with diverse team of community members, supporters, board members, partners, staff and volunteers.
- Experience with WordPress, Canva and Mailchimp preferred
- Experience with Donor Database management; Blackbaud eTapestry preferred
- Passion for the organization's mission and commitment to housing, youth development, older adult, and food security programming and Milwaukee's neighborhoods
- Excellent technology skills including use of Microsoft Office, fundraising software, email marketing platforms and other software/platforms.
- Bachelor's Degree in relevant field is a plus

Work Environment

Milwaukee Christian Center (MCC) is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 7,000 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side

in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee.

The Development and Marketing Associate office is located within Milwaukee Christian Center's main site, working alongside programming and community members. The position includes travel to MCC program sites throughout Milwaukee County.

Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.