



MADISON HOUSE AUTISM FOUNDATION

Development and Digital Media Coordinator

Madison House Autism Foundation (MHAF) is seeking a full-time Development and Digital Media Coordinator to join our dedicated staff in Rockville, MD. We are looking for a candidate who is passionate about uplifting autistic adults and elevating the unique challenges they face in our public discourse.

ABOUT MADISON HOUSE AUTISM FOUNDATION

Madison House Autism Foundation (MHAF) is a national nonprofit organization dedicated to creating awareness of the lifespan challenges autistic adults and their families face. For the past 10 years, MHAF has been dedicated to finding, developing and promoting the solutions that allow adults with autism to make choices, live as independently as possible, hold jobs, feel connected to their communities and become participating members of our society. Headquartered in Rockville, MD, MHAF strives to connect the autistic community to society at large through innovative and dynamic programs and to bring the lives of these vibrant citizens to the forefront of our minds and the minds of business leaders and lawmakers everywhere.

POSITION OVERVIEW

This position supports the Director of Development and Communications and Development Manager. The ideal candidate will assist in creating, designing and executing communications to Madison House Autism Foundation's constituents through various digital media avenues and fundraising campaigns. This person will also utilize the organization's CRM, Salesforce, to maintain all donor and prospective donor's information. Ideal candidate will support MHAF's team and mission at various fundraising events as planned.

QUALITIES OF SUCCESSFUL CANDIDATES

The ideal candidate is eager to support MHAF's senior staff in effectively communicating the needs of the aging autistic population in a clear and compelling manner. They communicate effectively and professionally across all platforms and accomplish their work with a high attention to detail. This person should be efficient at handling multiple priorities at one time, work efficiently and be a team player.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Communications (50%)

- Curate and disseminate newsletter in alignment with target audiences and MHAF programs
- Manage MHAF's online presence on Facebook, Twitter, Pinterest, Google+, Instagram and YouTube
- Connect with industry and social influencers as well as like-minded organizations to broaden mission and brand awareness
- Utilize Google Analytics, paid advertising and digital strategy to expand virtual reach
- Works closely with Development Manager on all development communication pieces, including design, content, and format
- Create branded visuals and edit photos in Photoshop
- Manage annual Google Adwords grant budget by creating ad campaigns, overseeing targeted marketing strategy and purchasing keywords

Planning and Tracking (25%)

- Lead gift entry, donation processing, and acknowledgement processes utilizing Salesforce
- Maintain all donor and prospect information in Salesforce
- Create and manage reports in Salesforce database as needed
- Provide Wordpress and IT support, including setting up new domains and custom emails

Fundraising Events and Appeals (25%)

- Promote all fundraising events and campaigns such as the #AutismAfter21 breakfast events on social media networks and attend as requested
- Attend other third-party fundraising activities and events that support MHAF as needed
- Assists planned fundraising appeals
- Utilize virtual platforms to promote events and other fundraising initiatives
- Represent MHAF at speaking engagements
- Collaborate with local universities to plan Arts for Autism, fundraising and awareness initiatives

KNOWLEDGE, SKILLS & ABILITIES

- Excellent interpersonal, verbal and written communication skills
- Ability to communicate effectively at all levels internally and externally
- Able to simultaneously manage a high level of detail across multiple projects

EDUCATION/CERTIFICATIONS/WORK EXPERIENCE

- Bachelor's Degree
- 1-3 years professional or intern-level experience in a fundraising, communications, sales, marketing or related field

OTHER QUALIFICATIONS AND ATTRIBUTES

- Passion for with organizations serving adults with autism or other I/DD
- Energetic, outgoing, flexible, and able to thrive in a collaborative, evolving environment
- Availability to work some evenings and weekends, with ability to travel periodically in support of MHAF programs and events

TO APPLY

Candidates should send 1) resume, 2) cover letter with salary range expectations and available start date, and 3) a writing sample to careers@madisonhouseautism.org with "Development and Digital Media Coordinator" in the subject line. Women and people of color are strongly encouraged to apply. Only applicants who follow this process will be vetted. No direct calls please.

The above statements are intended to describe the general nature and level of work to be performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties as necessary. Minimal heavy lifting and no strenuous activity required, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this position. Madison House Autism Foundation is an equal opportunity employer.