



MnMasonicCharities.org

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Communications & Development Specialist

Position Summary

Join a dynamic team at Minnesota Masonic Charities (MMC) as a Communications and Development Specialist, where you'll play a pivotal role in shaping the future of philanthropy and positively impacting our community. As a key player in our organization, you'll be involved in a variety of exciting tasks, including crafting compelling announcements and events that will captivate audiences across social media platforms, inspiring them to join our noble cause with their generous contributions.

Responsibilities

- Create compelling content for social media, newsletters, website updates, and other communication channels.
- Engage with online communities to promote the organization's mission and build positive relationships.
- Manage the editorial calendar to ensure timely and goal-aligned content.
- Track and analyze communication metrics for channel and campaign effectiveness.
- Support MMC leadership in achieving fundraising goals, donor research, and lodge/chapter engagement.
- Assist with MMC annual appeal process.
- Manage Raiser's Edge tracking system for personalized communication, gift acknowledgment, and stewardship outreach.
- Handle foundation grant reporting to ensure comprehensive and timely submissions.
- Develop timelines and aid in project management for signature events such as the Gala and MMCCD Annual Dinner.
- Oversee the planning and execution of development-related events.
- Coordinate event logistics, including venue selection, vendor management, and participant registration.
- Provide on-site support during events, including set-up and registration.
- Assist with post-event evaluations and analysis for continuous improvement.

Qualifications

- Bachelor's Degree in communications, marketing, or a related field; or equivalent experience in a related field.
- Strong writing and oral presentation skills. Proficient in various software programs such as Word, Excel, PowerPoint, Publisher, etc.
- Highly desirable previous experience in fund development, donor stewardship, and event coordination.
- Knowledge and/or membership of fraternal organizations (Freemasonry) is a plus.
- Proficient in using Raiser's Edge (or similar software).
- Skilled in social media management, email marketing platforms, and content management systems.

- Excellent organizational and project management skills, with the ability to prioritize multiple projects and meet deadlines.
- Strong ability to work collaboratively in a team environment and build positive relationships with internal and external stakeholders.
- Willingness to perform all other duties as assigned.
- Must be proficient in reading, writing, and speaking English.
- Capable of meeting the physical job demands of the position.
- Very occasional travel may be required, and limited weekend work might be necessary.
- All employees must adhere to the MMH Conflicts of Interest/Outside Employment/Activities Policy and avoid any employment-related conflicts of interest.