

## **JOB OPENING (JOB CODE: RD013)**

**[JOB TITLE:] Resource Development Coordinator**

**[SALARY RANGE:] \$51,933-\$64,916/annual**

**[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207**

**[LOCATION:] Milwaukee, WI**

**[STATUS:] Full Time**

**[TERM:] Regular**

**[CLOSING DATE:] Until Filled**

**[APPLICATION DEADLINE:] Until Filled**

**[NUMBER OF OPENINGS:] 1**

**[JOB TYPE:] Internal/External**

### **[SUMMARY:]**

Under the direct supervision of the Vice President of Planning & Resource Development, this position is responsible for coordinating UMOS' social media presence, including developing and executing a social media strategy, collaborating with UMOS' corporate public relations and program personnel to create messaging that has one consistent voice tailored and responsive to various audiences (funders, community leaders and elected officials, community members, collaborative partners, and program participants), and monitoring UMOS' online presence. This position is also responsible to review public and private grant solicitations, prepare grant applications/proposal packages, including drafting related documents (e.g., letters of support/commitment, memoranda of understanding), and perform proofreading, editing and submission of funding requests. This position works in a team environment to prepare other written content such as website information, donation thank you letters, program brochures/flyers, annual report narratives, and policies and procedures.

### **[JOB DUTIES:]**

- 1) Develop an agency social media presence structure and strategy based on program and corporate needs, digital presence/visibility goals and objectives, audiences, and strategic plan.
- 2) Develop and manage UMOS social media pages on various platforms (Facebook, Twitter, Instagram, LinkedIn, etc.) and adapt content accordingly.
- 3) Monitor UMOS social media and web presence looking for and addressing erroneous pages and sites which are not UMOS-developed/approved.
- 4) Develop and compose proposal content and ensure all sections of each proposal are complete as designated by Requests for Proposals (RFPs), Requests for Applications (RFAs) and potential funding sources; and ensure final proposals are submitted by designated deadlines.
- 5) Conduct research on program strategy, evaluation, and best practices to inform program design during the proposal development and grant application process.
- 6) Prepare professional letters such as letters of inquiry to potential funding and/or collaborating sources and letters of support/commitment for grant applications.
- 7) Help prepare memoranda of understanding with program staff and project partners as part of grant application process.
- 8) Develop and implement a social media strategy for multiple audiences across several states that increases social media followers, and program and partner engagement.
- 9) Manage the communication schedule, including social media posts and website content.
- 10) Develop, edit, update and post content, and review/approve content developed/updated by others, for social media postings, including monitoring/removing outdated content.
- 11) Monitor and review social media site analytics, data and user engagement to determine reach and effectiveness of messaging.
- 12) Exercise forward thinking and creativity to continually adapt and evolve to rapidly changing digital consumer behaviors.
- 13) Perform graphic design, video and related functions
- 14) Develop, edit, review and update static and dynamic content for website.
- 15) Attend meetings, conferences and workshops, and perform special projects and other related duties as assigned.

**[QUALIFICATIONS:]**

- 1) Four-year degree in Business Administration, Public Administration, Marketing, Communications, Finance, English, Public Policy or one of the social sciences.
- 2) At least two years of experience writing and/or submitting grant proposals with successful track record for securing funding awards from federal, state, local or private sources. (Candidate will be asked for demonstrable written communication skills, such as a listing of secured federal grant awards for which the applicant was the primary author.) **and** at least two years of copywriting, social media, communications and/or marketing experience for digital media for a total of more than four years of professional experience, combined.
- 3) Experience in graphic design; video/photography production and editing, preferred.
- 4) Expert computer skills in Microsoft Office 2016 or higher/Office 365 (especially in Word, Excel and Outlook); experience with Adobe products a plus; ability to learn new technology and apply it to create efficiencies.
- 5) Strong written and oral communication skills with demonstrated ability to interact with individuals from diverse backgrounds and colleagues at all levels within the organization.
- 6) Demonstrated strong organizational and time management skills with the ability to perform comfortably in a fast-paced, deadline-oriented work environment, and successfully execute multiple projects at one time.
- 7) Ability to work in partnership with others; coordinate a work team in the accomplishment of a project; problem solve; and take initiative to plan out projects and ensure deadlines are met.
- 8) Valid driver's license, reliable transportation and insurance, and able to travel and work irregular hours.

**[CONDITION OF EMPLOYMENT:]**

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment.