



POSITION TITLE: Development & Marketing Coordinator

REPORTS TO: Director of Development

FLSA STATUS: Non-Exempt

JOB TYPE: Full Time -In Person

SALARY: \$30.00 - \$33.00

POSITION SUMMARY:

The Marketing & Communications Associate supports the Development Department by creating engaging content, managing digital communications, coordinating marketing initiatives, and assisting with fundraising campaigns and special events. This position is ideal for an energetic, tech-savvy professional who is eager to learn, enjoys creative problem-solving, and wants to make a meaningful impact through nonprofit healthcare.

The ideal candidate is organized, adaptable, comfortable learning new technology, and passionate about storytelling that connects donors, patients, volunteers, and the community to the mission of St. Mary's.

Why St. Mary's Community Services?

- Mission-Driven Leadership – Be at the heart of an organization dedicated to serving the most vulnerable.
- Strategic Influence – Shape policies and initiatives that uplift lives and drive systemic change.
- Collaborative Environment – Work alongside a passionate team, community partners, and dedicated stakeholders.
- Sustainable Impact – Lead an organization committed to long-term solutions for housing, healthcare, and social support.



Essential Duties & Responsibilities

Marketing & Communications

- Create content for social media, email campaigns, newsletters, and the organization's website.
- Develop graphics using Canva or Adobe Creative Suite.
- Maintain a consistent brand voice across all communication channels.
- Assist with photography and video content for events and campaigns.
- Monitor social media engagement and respond appropriately.

Development Support

- Assist with donor stewardship communications and recognition.
- Prepare donor mailings, thank-you letters, and campaign materials.
- Help coordinate fundraising campaigns and annual giving initiatives.
- Maintain accurate donor information in the CRM/database.
- Assist with donor research and prospect identification.

Events

- Support planning and execution of fundraising and community events.
- Coordinate event marketing materials.
- Assist with volunteer coordination and event logistics.
- Capture photos and stories during events for future marketing.

Digital & Technology

- Update website content.
- Create and distribute email newsletters.
- Learn and utilize CRM software, Microsoft 365, Canva, and project management tools.
- Track campaign metrics and prepare simple performance reports.



Physical & Mental Requirements

- **Mobility:** Primarily sedentary work with the ability to sit for extended periods at a desk; occasional standing, walking, bending, and reaching to attend meetings, trainings, or collaborate across departments.
- **Lifting:** Occasional lifting, carrying, or moving light office materials or equipment (up to 20 lbs.).
- **Visual:** Frequent close-up visual work, including reading reports, reviewing data dashboards, and prolonged computer screen use requiring visual acuity and attention to detail.
- **Hearing/Talking:** Frequent verbal communication in person, by phone, and via virtual platforms to train staff, provide technical assistance, and collaborate with internal and external partners.
- **Emotional/Psychological:** Frequent analytical thinking, problem-solving, sustained concentration, and decision-making; ability to manage deadlines, audits, and compliance requirements with minimal supervision.
- **Environmental:** Primarily an indoor office environment with standard business equipment; regular interaction with staff across programs and departments.

What You Bring:

Education & Experience

- Bachelor's degree in Marketing, Communications, Public Relations, Business, Journalism, or related field preferred.
- Recent graduates are encouraged to apply.
- 0–2 years of professional experience.
- Internship experience is a plus.

Skills & Competencies

- Tech savvy with the ability to quickly learn new software.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Highly organized with the ability to manage multiple projects.
- Comfortable working independently and collaboratively.
- Creative thinker with a positive attitude.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).



Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision Insurance
- Paid time off

SMCS is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workplace that values and respects all individuals. Employment decisions are based on merit, qualifications, and business needs, without regard to race, color, religion, creed, national origin, ancestry, age, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by applicable federal, state, or local laws.