

OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • operationbreakthrough.org

Digital Media and Events Coordinator - Exempt

Job Summary: The Digital Media and Events Coordinator is responsible for supporting the activities of the Development Department. Digital Media responsibilities includes managing all Social Media platforms, procuring and compiling Blog Posts, updating communications calendars and assisting other activities in Development as needed. In addition, this role is the liaison between Operation Breakthrough and third party fundraising events. This position supports fundraising goals by assisting with donor research, donation acknowledgement, assisting in planning and executing events and communication with Operation Breakthrough donors and supporters.

Qualifications:

- Bachelor's Degree related to Communications and at least 2 years related experience in fundraising, marketing, and/or special event planning.
- Proficiency in the Adobe Creative Suite
- Strong creative writing and verbal communication skills.
- Enthusiasm for Operation Breakthrough's mission and ability to share it effectively with the public.
- Previous Social Media, Blog, Video, and Graphic Design experience highly preferred.

Essential Functions:

- Implementing Social Media plan, collecting metrics, and compiling quarterly reports on the plan.
- Daily posts on Social Media that align with Operation Breakthrough's brand and mission.
- Responsible for coordinating and editing bi-monthly Blog Posts
- Coordinate 3rd Party Fundraising Events
- Implement communications plan alongside the Department. Analyze metrics quarterly.
- Work alongside Director of Marketing and Events on communications for Annual Event
- Keep and update Communications Calendar and disseminate information where appropriate
- Primary liaison for the Leadership Council and support to The OB Network and Grapevine groups when needed.

Along with Development Staff:

- Assist the Development department in planning, marketing and executing OB fundraising events benefiting Operation Breakthrough including event logistics. Work with Development staff to coordinate mailings of marketing materials, record keeping and donor acknowledgement.
- Serve as a contact for donors bringing monetary and in-kind gifts to Operation Breakthrough. Promote special event sponsorship opportunities among donor constituencies.
- Support donors, individuals and community organizations who wish to become familiar with the center through donation of goods, touring the facility, and outside fundraising.
- Serve as a liaison for specialized agency projects, providing general support as it relates to fundraising efforts, public outreach, advocacy, marketing, and other functions related to fundraising goal.
- Maintain confidentiality with regard to donors and donations according to established guidelines.
- Represent Operation Breakthrough at community events to enhance and increase the Center's community profile.
- Ability to prioritize multiple projects and task to meet deadlines

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Competencies:

- Excellent interpersonal skills.
- Skilled in Microsoft Word, Excel, Publisher, PowerPoint, and Adobe Suite.
- Fundraising software experience and database management using The Raiser's Edge preferred.
- Support the growth and development of colleagues by sharing materials/ information and by providing feedback and encouragement.
- Assist with other departmental activities which may include setting up internal and external meeting and events.
- Ability to work effectively with a wide range of individuals including with persons of diverse cultural, social and economic backgrounds, within and outside of the agency.
- Maintain a positive, respectful, professional and productive work environment including effective communication within the department and interdepartmentally.
- Demonstrates excellent verbal, written and organizational skills and the ability to work independently.
- Demonstrates knowledge and proficiency in Microsoft Office and ability to learn new computer programs quickly and efficiently.
- Demonstrates the ability to project a positive public image for oneself and Operation Breakthrough.
- Possess a passion and commitment to Operation Breakthrough's mission to make a positive difference in the lives of at-risk children and their families.
- Possess knowledge and skills related to donor cultivation and special event planning.
- Other duties as assigned.

Other Requirements

- Ability to work nights and weekends as needed.
- Requires ability to bend, kneel and squat many times each day.
- Requires ability to lift and carry up to 45 pounds several times a day.
- Requires maintaining CPR and First Aid certification.
- Requires updating TB test and Physical exam bi-annually.

Working Conditions: Indoor office conditions

Reports to: Director of Marketing and Events

Deadline: Until filled

Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job opening below.