

<b>Job Title</b>	Communications & Development Specialist
<b>Employer/ Agency</b>	MHMRA of Greater Houston
<b>Job Description</b>	<p>Mental Health America of Greater Houston is seeking a Communications &amp; Development Specialist to assist with its fundraising and marketing efforts. Candidates must have excellent event and project management skills including the ability to work independently on multiple projects simultaneously while paying close attention to detail. This individual must also have the ability to maintain confidential records and handle sensitive matters in a professional, polished, and mature manner with tact, diplomacy, discretion, and good judgment. This position also requires candidates to have excellent public-speaking skills, solid computer skills and strong writing skills including the ability to write and edit for clarity, grammar, punctuation and spelling.</p> <p>Primary responsibilities include, but are not limited to coordinating and/or managing meetings and events, gift processing and report management (Raisers Edge), researching and drafting proposals, researching developing and posting website and social media content, assisting with public awareness campaigns, writing articles, stories, media releases, newsletters and brochures, monitoring media coverage, taking photos and videos; maintaining digital media library, represent organization at health fairs, meetings, and other offsite events, processing invoices, direct mailings, word processing and data entry/list management.</p>
<b>Qualifications</b>	<p>A bachelor's degree in journalism, communications, marketing, or a related field. A minimum of five years of communications, development or administrative experience. Previous experience working with the media a plus. Knowledge of AP writing style. Proficient in Microsoft Word, PowerPoint, Publisher and Excel, Photoshop, or equivalent software.</p> <p>Desired: Experience using Raisers Edge or similar database; knowledge of the Houston philanthropic and corporate community; Experience preparing public and/or private grants and building and maintaining relationships with private foundations. Knowledge of social media principles and applications. Previous work experience or knowledge in mental health.</p>
<b>Salary/Hours</b>	DOE
<b>Application Method</b>	Send cover letter and resume to Lynnette Day at <a href="mailto:lday@mhahouston.org">lday@mhahouston.org</a> .
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.