

Development Associate

Memphis Oral School for the Deaf

The primary responsibility of the full -time, MOSD Development Associate is to assist the Development Director in planning and executing successful fundraising events using multiple media, marketing, and fundraising platforms. The Development Associate will represent MOSD and its mission in the community to increase awareness and encourage donor support.

Job Duties/Requirements

- Fundraising Events
 - Help plan and organize fundraising events throughout the year including MOSD’s two largest fundraisers, the SpeakEasy Auction Gala and the MOSD Golf Tournament. This includes tracking sponsorships, ticket sales, and marketing materials; soliciting and organizing auction items; managing staff and volunteers
 - Assist with setup/breakdown for all fundraising and promotional events
 - Some local travel and physical lifting required for: picking up donated auction items/gifts, conducting school presentations, and event set-up/breakdown
 - Maintain updated donor detail and event participant mailing lists
- Social Media/Marketing:
 - Take photographs/video and post related digital content for school events
 - Contribute content for weekly blog entries, social media stories, the monthly HearSay newsletter, and monthly Sound Investment Partners email
 - Manage MOSD’s social media presence on the Facebook, Instagram, and LinkedIn platforms including producing weekly content highlighting school activities, advertising upcoming events, celebrating achievements, and sharing resources related to pediatric hearing loss
- Requirements
 - Report to Development Director daily to ensure goals are being accomplished
 - Must possess a valid driver’s license and reliable transportation
 - Must possess a positive disposition and be able to use clear, personable, and professional communication when engaging all internal and external customers
 - Evening and weekend hours are required on occasion to meet job responsibilities
 - Access to personal device for taking photos/video at MOSD special events
 - Intermediate skills with Excel required for fundraising record keeping
 - Proficiency with Facebook Business Suite, Google Suite, and Canva preferred
 - Other duties may be assigned at the discretion of DD, and/or Executive Director
 - This position is scheduled Monday – Friday, 8:00 a.m. – 4:30 p.m. Includes paid holidays and school breaks including Spring Break, Thanksgiving Break, Winter Break and reduced working hours over the summer break.
 - Salary range is \$30,000 - \$35,000 depending on experience.

Please submit cover letter and resume to Lindsay Larson at llarson@mosdkids.org.