

Part- Time Development Associate Memphis Oral School for the Deaf

The primary responsibility of the Part-Time, MOSD Development Associate is to assist the Marketing/Donor Relations Coordinator across all fundraising platforms. The Development Associate will represent MOSD and its mission in the community to increase awareness and encourage donor support.

Job Requirements/ Duties

- Help plan and organize event details throughout the year including sponsorships, ticket sales, marketing materials/opportunities (website, TV, radio), live/silent auction items, volunteers, and all other event needs that pertain to planning, event duties, and post-event funds reporting.
- Assist in logistical setup and preparations for all fundraising or promotional events.
- Some local travel and physical lifting required for: picking up donated auction items/gifts, school presentations, any logistical supplies (tables, chairs, signs, banners, etc.) for fundraising events, etc.
- Social Media/Marketing:
 - Provide digital content for weekly blog entries of school events and fundraisers and compile short stories into the monthly HearSay newsletter
 - Maintain an updated mailing list of: active donors, alumni, previous attendees from past fundraisers, representatives of commercial/retail partners who help with fundraising donations or “in-kind” labor participation
 - Provide a daily presence on the MOSD Facebook, Twitter and Instagram social media platforms to highlight school guests, school happenings and to advertise upcoming events or to display content regarding the success of a recent event.
- The ability to use clear and personable communication skills when engaging all internal and external associates/customers/donors for all types of business purposes is a must.
- Update Monthly Donor Database before the first day of the next month
- Report to Marketing/Donor Relations Coordinator daily to ensure development goals are being accomplished.
- After hours and weekend hours are required on occasion to meet job responsibilities
- Photograph/take video of MOSD special events
- Maintain strong communications with volunteers and donors