

Neighborhood Communications and Funding Coordinator

The Bryn Mawr Neighborhood Association is seeking a part time independent contractor to fill the role of Neighborhood Communications and Funding Coordinator. Tasks primarily include communications, publicity, public relations, and fundraising primarily focused within the neighborhood with subsequent expansion outside.

We anticipate these tasks will require 20-25 hours/mo average over a year, with some months requiring more and some less depending on the event calendar.

Goals:

- Increase the BMNA membership, community involvement and donation level
- Keep the neighborhood informed and engaged in all BMNA activities and neighborhood items
- Determine new external funding sources for BMNA operations, projects, or services.

Duties:

1. Communications:

- Post notices and information to electronic mailing lists and forums. Promote the Association and its activities and keep the neighbors well informed through a variety of channels
- Provide informative articles for the neighborhood monthly newspaper
- Assist with Board and Committee communications as requested
- Maintain electronic mailing lists, manage social media communications
- Assemble and distribute welcome packets to area representatives

2. Fundraising:

- Construct solicitations for annual membership drive and donations
- Lead grant research and grant writing activities
- Research and pursue additional fund raising opportunities.

Required and Preferred experience, skills, and abilities:

Required: Written communications skills for posting notices and information, soliciting donations, writing articles

Required: Previous experience in fundraising, especially for non-profits.

Required: Strong attention to detail

Required: Strong organization skills.

Required: Strong proficiency in Microsoft Office applications, especially Word and Excel. Strong proficiency and knowledge of electronic mail. Some proficiency in PDF documents and basic graphics editing and composition.

Required: Marketing and public relations skills for member engagement.

Preferred: Experience in neighborhood association management or staffing or nonprofit organization management

Compensation:

Fixed monthly payment against invoice at agreed-upon amount which is dependent on experience and ability. Performance will be measured against timely and high-quality accomplishment of well-defined list of agreed upon responsibilities and tasks.

Inquiries can be submitted to president@bmna.org