

Job Posting
Marketing and Development Coordinator
Mental Health America of Franklin County

Mental Health America of Franklin County is the guide for people needing help navigating the mental health system. We are seeking to hire a Marketing and Development Coordinator.

The person in the position of Marketing and Development Coordinator will help drive the overall fundraising and marketing of the organization and will help provide the funding for the activities that serve to fulfill our mission. There are a wide variety of responsibilities in this position and the person in this role has to wear many hats. A great fundraiser is one who exemplifies a passion for the organization's mission. With this, all things are possible.

You will assist with securing sponsors and underwriters for events, participate in implementing the agency cultivation program, coordinate the agency membership campaign using your skills analyzing our donor base, assist the marketing director with the quarterly newsletter, assist with all event planning, provide some administrative assistance to the executive director, participate in various health fairs and other jobs that relate to marketing and development. This position requires someone who can track and properly document all activities and complete all necessary reporting requirements. You are organized, self-motivated and willing to actively participate in the creative process of developing new ideas that will benefit the agency's fundraising plan.

Experience with Word, Excel, PowerPoint and Filemaker on a Macintosh computer is preferred. **Knowledge of InDesign or other creative software is a plus.** There is a very flexible schedule. Applications will be accepted until the position is filled.

This is a 30-hour per week position. Competitive salary, paid sick time, vacation time and holidays are provided.

Please mail/email resume and cover letter with salary requirements to:

Mental Health America of Franklin County
538 E. Town St., Suite D
Columbus, OH 43215
mhafc@rrohio.com

Please, no phone calls. This position will be open until it is filled.

Posting date 5/28/10