



Communications Officer

Part-Time Position /15 hours a week – with potential to grow to Full-Time

Reports To: Development Manager

Purpose: Generate volunteer, financial and prayer involvement in the worldwide ministry of Forward Edge International through the creation and implementation of mass communications and marketing strategies.

Education: Bachelor's Degree

Experience/Skills: At least two years of effective and relevant work experience producing written marketing and/or communications material.

AREAS OF RESPONSIBILITY

A. Spiritual

- a. Maintain close, growing relationship with Jesus Christ.

B. Marketing

a. Coordination

- i. Participate in the development of the annual schedule for marketing and communications.
- ii. Meet deadlines from the schedule and measure effectiveness.

b. Writing

- i. Gather stories from IHQ staff, field reps, mission team facilitators, etc.
- ii. Research industry-related current topics and expert advice.
- iii. Produce relevant content that inspires readers to engage further through the following channels:
 1. Forward Edge Blog and other social media channels
 2. Forward Edge print collateral (brochures, postcards, etc.)
 3. Forward Edge bi-annual magazine

C. Fundraising

a. Emails

- i. Stay current on field projects and fundraising needs.

- ii. Write and send segmented emails to solicit for both restricted and unrestricted donations.
 - iii. Write and send impact report update emails to donors and volunteers.
 - iv. Create and manage annual email schedule.
- b. Events
- i. Write content for various fundraising events.
- c. Direct Mail Appeals
- i. Write content for direct mail appeals.
 - ii. Create and manage direct mail appeal schedule.

D. Miscellaneous

- a. Participate in ongoing professional development training, including, but not limited to conferences, workshops, webinars and reading.
- b. Periodically visit Forward Edge field locations to build relationships with Field Staff and children, capture stories, take pictures, feed the passion, etc.

SKILLS & QUALIFICATIONS

1. **Strong interpersonal skill and written communication skills.**
2. Ability to communicate effectively in verbal and written form to a variety of constituencies and target markets, including donors, volunteers, potential donors, churches, ministry partners, and Forward Edge staff members.
3. Strong organizational skills.
4. Detail oriented, and able to multi-task and prioritize.
5. Goal and task oriented with experience in meeting deadlines and working well under pressure.
6. Ability to initiate and carry out routine tasks promptly and efficiently.
7. Willing, when necessary, to subordinate personal time to work extra hours to complete time-sensitive projects.
8. Able to analyze project performance and determine cause of action to increase future performance.
9. Moderate technology skills, proficiency in Microsoft Office Suite.

SALARY & BENEFITS

1. Part-time: 15 hrs/wk, hourly wage -\$15/hour