Communications & Development Manager

ORGANIZATION BACKGROUND:
The Maria Mitchell Association (MMA) was founded in 1902 to preserve the legacy of Nantucket native astronomer, naturalist, librarian, and educator, Maria Mitchell. After she discovered a comet in 1847, Mitchell’s international fame led to many achievements and awards, including an appointment as the first American professor of astronomy at Vassar College. Maria Mitchell believed in “learning by doing” and today that philosophy is reflected in the MMA’s mission statement, programs, research projects, and other activities.

The Maria Mitchell Association creates opportunities for all to develop a life-long passion for science through education, research, and first-hand exploration of the sky, land, and sea of Nantucket Island.

The MMA’s Communications & Development Manager will play a key role in achieving excellent public relations through crafting professional press releases, e-newsletters, membership campaigns, and through helping to execute the MMA’s Communications Plan. The Communications & Development Manager reports directly to the Director of Advancement.

PRIMARY FUNCTION:
This position is integral to the Development Team. The position includes management of organization-wide communications and public relations efforts, and management of membership acquisition/retention strategy.

SPECIFIC RESPONSIBILITIES:

- Enhance and communicate positive brand awareness on Nantucket and to a national audience.

COMMUNICATIONS AND MARKETING:

- Manage and execute the MMA’s Communications Plan
- Develop and manage the master MMA calendar (internal and external)
- Create and distribute press releases
- Build strong community relations with business leaders, media, press, and key vendors (i.e. hospitality industry- concierge staff, event planners, etc.)
- Manage the communications for membership retention campaigns, special events, and the Science Speaker Series
- Develop and execute communications in Altru and Constant Contact
- Run weekly Communications & Marketing team meeting
- Co-manage seasonal Marketing Intern for department

DEVELOPMENT:

- Manage membership program, including member-only events, acquisition/retention strategy, database work, reporting
- Support special events, including managing event auctions and raffles
- Assist with grant reporting and management of the grant calendar
- Support Capital Campaign efforts
OTHER RESPONSIBILITIES:

- Support Development events
- Assist with mailings and solicitations
- Support a busy office environment through answering the phones and assisting with any walk-in patrons as needed

QUALIFICATIONS:

- A deep appreciation and passion for the mission of the Maria Mitchell Association
- Team-oriented
- Meticulous, highly attentive to details in all aspects of work
- Ability to set and hold very high standards and rigorous work ethic
- Superb writing, design, and oral communication skills
- Must be able to establish priorities and manage multiple projects in a high-energy, fast-paced, deadline-driven organization, and be flexible when priorities shift
- Excellent customer service skills
- Must be willing to work events (evenings and weekends) as needed
- Adept with computer software, especially Microsoft Office and Adobe Suite
- Ability to interact effectively with visitors, donors, volunteers, and program staff
- Inclination to cultivate and steward relationships with business leaders, press, media, foundations, and partners/collaborators

EDUCATION AND EXPERIENCE:

- A minimum of 2+ years' experience preferably at a non-profit organization
- Minimum Bachelor's degree
- Preferred Technology Skills: Constant Contact, Blackbaud, Outlook, Adobe Suite, Canva, and experience with website editing software
- Customer service experience
- Experience working in a dynamic environment

Competitive salary and benefits package.

The Maria Mitchell Association is proud to be an Equal Opportunity Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.