



**Join our team: Grants and Communications Manager**

The Des Moines Pastoral Counseling Center is seeking a Grants and Communications manager to join our team. The ideal candidate will communicate clearly and professionally in writing and speaking. In addition to collaborating with others, being a self-starter, reliable, well organized, having the ability to multi-task and pay close attention to detail is important.

The purpose of this position is to ensure community support to maintain and grow the Center's mission and increase the Center's brand visibility throughout Central Iowa. Responsibilities include, but are not limited to, managing the Center's grant program, written communication pieces for programs, events and fundraising, and oversight of the Center's social media and brand identity.

Experience and educational requirements: The ideal candidate will have a minimum of 3-5 years of experience in communications, a bachelor's degree in a related field, excellent oral and written communication and interpersonal skills, and a history of successful grant writing and management.

Benefits: Competitive salary, individual health insurance, and paid holiday, vacation, and sick leave. Collegial working environment.

Des Moines Pastoral Counseling Center is a nonprofit, nonsectarian organization offering a broad range of mental health services, serving more than 4,000 individuals annually including 700 children. Although best known for its 50 years of quality, professional mental health therapy, the Center provides multi-faceted services, programs and classes through 30 multi-disciplinary professionals. Due to the COVID-19 pandemic, the Center implemented a robust telehealth service delivery system. Key services include:

- Counseling, including specialized services for children and adolescents known as C.O.O.L.
- Psychological testing and assessment
- Psychiatric consultation and care (medication management)
- Spiritual Direction
- Training for clinical professionals
- Leadership and spiritual life programming
- Mindfulness Based stress reduction
- Community Education opportunities

Please send a letter of interest, resume and sample of writing to prove successful history of writing to:

Laurie Betts Slotterdyk, Des Moines Pastoral Counseling Center, 8553 Urbandale Ave., Urbandale, IA 50322, or email [lslotterdyk@dmpcc.org](mailto:lslotterdyk@dmpcc.org)

For more information about the Center, visit our website [www.dmpcc.org](http://www.dmpcc.org).



**JOB TITLE:** Grants and Communications Manager

**REPORTS TO:** Director of Development

**RELATES TO:** Executive Director, Assistant to the executive director, Development and Marketing assistant; also participates with the Board of Directors, volunteers and other staff.

**PRIMARY FUNCTION:** Increase community awareness and support for the mission and services of the Center. The Manager is responsible for managing the Center's grants program, written communication pieces for programs, events and fundraising, oversight of the Center's social media and brand identity. Coordinate communications and fund development activities in partnership with the executive director, director of development, board members, volunteer leaders and staff. Participates as a member of the Community Relations Team.

**PURPOSE OF POSITION:** The purpose of this position is to ensure community support to maintain and grow the Center's mission and increase the Center's brand visibility.

**ESSENTIAL DUTIES:**

1. Manage the Center's grants program by providing leadership in researching, writing, submitting and reporting on grant funding. Secure general operating and capacity building grants.
2. Compose communication pieces, including marketing materials, development and fundraising materials, press releases and publications. Create content and oversee design and production of all internal and external publications including brochures, newsletters, invitations, solicitations, annual report, etc.
3. Ensure the Center's brand identify is maintained through established graphic and language standards. Coordinate the appearance of all Center print and electronic materials such as letterhead, use of logo, brochures, etc. Evaluate and ensure effectiveness and consistency in all areas of internal and communications.
4. Provide writing and marketing support to departments and for programs and events. Support includes writing, editing, advertising, newsletters, website, brochures, posters, banners, displays, presentations, and video productions.
5. Write, edit and provide editorial oversight for newsletters, Annual Report, press releases, LTE and other specialized mass communication mailings.
6. Manage Center website and social media – oversee updating, direct content, ensure accurate/current information, drive strategy to increase social media engagement. Serve as the front-line recipient and responder to questions submitted via the site. Promote the Center and its programs through a variety of social media outlets (Center website, Facebook, Instagram, Twitter, YouTube).
7. Media Relations: Develop and implement all media relations strategies for the Center, including news releases, media alerts, op/ed work, and media response.
8. Event Management (Non-fundraising Events): Coordinate planning and implementation of non-fundraising events such as educational events to increase awareness in the community. (Marketing and Communications manager has overall responsibility for management of **non-fundraising** events. Director of Development has overall responsibility for management of fundraising events.)
9. Oversee promotion of both fundraising and non-fundraising events to increase attendance and community awareness.
10. Other duties as assigned

**MINIMUM EDUCATION AND EXPERIENCE:**

- Minimum of 5 years of experience in communications with demonstrated success
- Bachelors degree in journalism, marketing, public relations, English or related field.
- Excellent oral and written communication and interpersonal skills.
- Evidence of successful history of grant writing and grant management

**REQUIRED COMPETENCIES:**

**CUSTOMER SERVICE:** Demonstrates concern for meeting internal and external customer needs in a manner that provides satisfaction. Anticipates additional needs of the customer beyond their current use of Des Moines Pastoral Counseling Center's services. Understands and finds solutions within the limits of what is available. Can solve problems with minimal disruption. Communicates openly and directly. Able to change communication style according to the needs of the audience and the situation.

**TEAMWORK:** Able to gain cooperation from others and work collaboratively toward solutions which generally benefit all involved parties. Proactively identifies opportunities to assist others and ensures that information is communicated accurately and timely to all necessary parties. Behaves honestly and ethically. Communicates openly and directly. Able to change communication style according to the needs of the audience and the situation.

**PLANNING AND ORGANIZING:** Establishes a systematic course of action to accomplish specific objectives. Determines priorities and uses time effectively. Completes the workload required of the position. Able to change priorities according to the workload and asks for assistance as appropriate.

**ACHIEVEMENT ORIENTATION:** Self-starting. Independently demonstrates a desire to set and meet objectives, to find a better or more efficient way to do things, and to compete against a self-defined standard of excellence.

**SELF CONFIDENCE:** Demonstrates a strongly positive image of self and own abilities, and a willingness to exercise and trust one's independent judgment.

**EXPERTISE (Technical or Procedural):** Possesses specialized knowledge or skills to accomplish a result. Picks up on technical things quickly; is good at learning new skills. Often referred to as a quick learner.

**ATTENTION TO DETAIL:** Thorough in accomplishing a task. Accurately completes all areas involved no matter how small.

**SPECIAL REQUIREMENTS:**

Ability to maintain confidentiality of all Des Moines Pastoral Counseling Center business and activities on and off of the job.

**LICENSES:** n/a

**JOB CLASSIFICATION:** Full-time exempt

**REVISION DATE:** June 16, 2022

**EXPOSURE CONTROL CATEGORY:** n/a