



At HEART Women & Girls, we offer a space that promotes agency, healing, and privacy for both those we serve as well as our staff members. We are looking for a Communications & Development Associate that wants to make a difference, be a part of a growing team, and be creative with fundraising *and* marketing/communications. When it comes to communications, we need someone who not only brings ideas, but can demonstrate execution of those ideas.

Our next Communications & Development Associate has:

- Strong interpersonal communication skills; the ability to read people, build relationships of trust and respect, and work cooperatively with others
- Strong written communication skills; the ability to adjust tone and style based on communication goals and audience; proofreading skills to review material before making it public
- An eye for design for promotional materials (experience in design platforms like Canva is a plus)
- Aggressiveness in identifying marketing and partnerships opportunities
- Self-starter characteristics; takes initiative within role and responsibilities, brings new ideas to Executive Leadership team
- A professional demeanor in interactions with others; inspires confidence and trust
- Strong networking and community building skills
- Excellent people skills
- Familiarity with social media engagement and growth
- Events experience; is good with details

The Communications & Development Associate will report directly to the Executive Director and has the main goal of attracting new donors and managing all marketing communications. We have aggressive metrics and performance measures for this role, so it requires a result-driven approach! Additionally, the associate would build effective partnerships in our community and organize events. This means being the “face” of HEART and nurturing key relationships to drive results to our bottom line. Donor relations and retention are also key responsibilities of this role. This ranges from managing relationships, communications, social media accounts, and marketing materials.

An ideal candidate would be able to prove past success (whether through work or volunteer experience) in marketing/communications lead generation, growing social media accounts, managing individual donor bases, and assisting in company-wide growth due to marketing strategies.

HEART programming is more than just health education. Our commitment to advocacy, systems change, and equipping individuals to become resources for their communities, will have a positive impact on our communities that goes far beyond the classroom. Our interactive workshops and trainings are carefully designed to enhance build our participants’ self efficacy and to challenge systemic barriers to health information and services. The result? Communities with strong critical thinking and leadership skills,

who are equipped with the tools, language, and resources they need to be build safer, more inclusive, and victim-centric spaces . And, we do all this while they feel supported, safe, and able to seek healing.

To the right candidates we offer:

- \$37,000 - \$42,000 salary
- Potential performance bonus
- Positive, high-achieving work environment
- Opportunity for growth

Hours, Start Date, and Duration

Flexible within business hours (8:00 am to 5:00 pm) and telecommuting is welcome. Preference given to applicants in Chicago. Some evening, weekend hours and travel will be required. A firm commitment of 40 hours per week is required. The position will start at a mutually agreed upon date with a three month probationary period.

To apply, please fill out [this application](http://bit.ly/HWGCommsAssoc) (<http://bit.ly/HWGCommsAssoc>). Please send any questions you may have to careers@heartwomenandgirls.org.