

**POSITION DESCRIPTION**  
**The Bethlehem Center**

<b>POSITION NO.</b> <b>103-3</b>	<b>POSITION TITLE</b> <b>Marketing &amp; Communications Intern</b>	<b>INCUMBENT</b> <b>Vacant</b>
<b>REPORTS TO</b> <b>Development Director</b>	<b>POSITION MISSION</b> To support the development and acquisition of the financial, human and material resources required to accomplish the mission of the Bethlehem Center.	
<b>BETHLEHEM CENTER MISSION</b> We are God's people, called to a Christian ministry of promoting, restoring and sustaining wholeness in individuals and families through service, leadership, advocacy, and empowerment with the Alton Park community and the inner city of Chattanooga.		
<b>Duties and Responsibilities include, but are not limited to the following:</b>		
<p>The incumbent supports and assists the Development Director in all aspects of the resource development mission, including, but not limited to the following:</p> <ul style="list-style-type: none"> <li>◆ Researching, identifying, and establishing and maintaining current profiles of local, state and national grant-making foundations, funds, corporations, and other private agencies that are potential funders of the Center's operations and programs.</li> <li>◆ Researching, identifying, and establishing and maintaining awareness of local and national public agencies that are potential funders of the Center's operations and programs.</li> <li>◆ Preparing program prospectuses, grant proposals and other funding requests in accordance with the requirements and specifications of the funding organization.</li> <li>◆ Preparing donor appeal letters, newsletters, brochures, and other materials to reach and expand the Center's individual and corporate donor bases, by informing them of center activities and accomplishments and soliciting their support of the Center's mission.</li> <li>◆ Coordinating periodic appeal campaigns.</li> <li>◆ Preparing development plans and programs in accordance with the Center's Strategic Plan and guidance from the Development Director, the COO and the Executive Director.</li> <li>◆ Creating and maintaining databases, mailing lists, donor profiles and other documents and records in support of the development mission.</li> <li>◆ Assisting the Executive Director, the COO and the Development Director in public relations activities, including             <ul style="list-style-type: none"> <li>● Maintaining files of all Center press releases and media clippings that are about or which relate to the Bethlehem Community Center.</li> <li>● Maintaining copies of all program informational brochures</li> <li>● Coordinating photographic documentation of Center activities and maintaining files of photographs and negatives</li> <li>● Maintaining stocks of promotional videos, brochures and other items.</li> <li>● Maintaining all tabletop and other physical display units in good condition and ensuring that only accurate, up-to-date information is portrayed by them.</li> </ul> </li> <li>◆ Coordinating the execution of annual resource development plans and activities.</li> <li>◆ Serving as primary staff point of contact for the chairpersons of special events such as the annual benefit banquet and assisting the special event committee as required.</li> <li>◆ Preparing reports and other documents relating to development for senior Center management, the Finance Committee, the Board of Directors, and United Methodist agencies and organizations.</li> <li>◆ Performing other duties as assigned.</li> </ul>		
<b>Skills, Attributes, &amp; Qualifications</b>		
<ul style="list-style-type: none"> <li>● <b>Required:</b></li> <li>● Strong computer skills (MS Word, Excel, PowerPoint, Access, etc.)</li> <li>● Excellent personal appearance, presentation and telephone skills.</li> <li>● Strong oral and written communication skills.</li> <li>● A team player, organizer and self-starter.</li> <li>● Produce quality results with a minimum supervision and guidance.</li> <li>● Understand or quickly learn United Methodist Church and UMC national mission institution organization and funding structures.</li> <li>● Demonstrate character, core values and personal lifestyle compatible with a Christ-centered ministry and be willing to embrace the mission, vision and strategic plans of the Bethlehem Center.</li> <li>● Pursuing a bachelor's degree in a relevant discipline.</li> <li>● <b>Desired:</b></li> <li>● Experience and demonstrated success in non-profit resource development.</li> <li>● Experience using donor management computer software programs, specifically Donor 2.</li> </ul>		