

Communications Associate, The Mission Continues

Industry: Social Enterprise/Social Entrepreneurship
City: St. Louis
State: MO

ABOUT THE ORGANIZATION:

The Mission Continues is a 501(c)(3) nonprofit organization whose mission is to challenge post-9/11 veterans to rebuild a sense of purpose through community service. The Mission Continues accomplishes its mission through its Fellowship Program for post-9/11 veterans, which challenges them to do six-month fellowships at a local nonprofit organization. Fellows are also responsible for planning and executing a service project, encouraging veterans and civilians to serve together and learn from each other's experiences and perspectives while building stronger communities.

The Mission Continues is a rapidly growing organization that has been recognized by New Profit, the Social Venture Network and the Manhattan Institute as one of the country's most socially innovative nonprofit organizations. Through December 2011, it has awarded 200 fellowships to veterans and empowered more than 16,000 volunteers to serve in their communities. Fundraising efforts have grown from raising \$27,000 in 2007 to a projected \$8M in 2011 revenues.

As the organization grows, The Mission Continues is looking to add team members who can help the organization achieve the scale necessary to reshape the way the nation welcomes home veterans. The organization is fully dedicated to the personal and professional development of every member of the team.

ABOUT THE POSITION:

The Mission Continues is seeking a Communications Associate to play a key role on the Communications Team. The Communications Associate is responsible for leading and assisting with many tasks integral to the team's success. This position reports to the Communications Director.

Responsibilities include, but are not limited to:

- Ensuring excellence in communications behind the Development & Operations Teams.
 - Reviewing and approving any communications materials related to Development and/or Operations.
 - Designing flyer templates and other materials to help grassroots fundraisers promote their events in the community.
 - Promoting large scale fundraisers to the media, working with the Development Team to pinpoint the most newsworthy opportunities.
 - Providing media training to any fundraiser who will have a public speaking engagement or interview with the media.
 - Working with the Fellowship and Development Team to develop high-quality impact statements for donor stewardship each quarter.
 - Developing website content and social media posts to support the Development and Operations Team.

- Working with the Operations team to develop materials for new hires and ongoing internal communications for the staff.
- Producing (or overseeing work with a design firm) seasonal pieces on a regular rotation, including the annual report, special event invitations, etc. to ensure consistent messaging and brand.
- Maintaining responsibility for all local, regional and national advertising spots.
 - Designing and placing print advertisements in major military publications.
 - Vetting opportunities for advertising in mainstream media or event promotions as they come and making recommendations on potential placements.
- Assisting with social media campaigns and strategy as needed.
- Other duties as assigned by the Communications Director

CANDIDATE REQUIREMENTS

Candidates should possess the following:

- A BA/BS degree or equivalent work experience.
- 2-4 years work experience in a communications position. Nonprofit experience preferred.
- Exceptional organizational skills and attention to detail.
- Excellent copywriting and editing abilities.
- Analytical/research skills desired.
- Outstanding communication skills, both oral and written– able to communicate effectively and persuasively to a variety of constituencies.
- Experience in database management—Salesforce experience preferred.
- Exceptional creativity and imagination.
- Demonstrated ability to work independently in a fast-paced environment, manage projects, meet multiple concurrent deadlines, and work well as a member of a team.
- An remarkably high level of integrity, trust and accountability – able to manage sensitive and confidential information.
- Demonstrated sound discernment and judgment.
- Excellent interpersonal skills.
- Ability to learn quickly, be flexible and take an optimistic approach to work.
- Mature, professional demeanor.
- Commitment to continued professional growth.
- Commitment to the mission of empowering veterans to serve again here at home; close experience with veterans is a plus.

COMPENSATION AND BENEFITS

Competitive compensation commensurate with experience.

TO APPLY

To apply for this position, please send a cover letter and resume to Mallory Rusch at mrusch@missioncontinues.org. For additional information, please contact Mallory at (314) 571-6175.