



## POSITION TITLE: MARKETING & FUNDRAISING SPECIALIST

Options for Part-time or Full-time  
Background check before hire

### BRIDGEHAVEN OVERVIEW

Bridgehaven's mission is to empower choices for life through Christ-centered education and support. This mission is pursued by offering abortion alternatives through the following free and confidential services:

- Pregnancy tests & Ultrasounds
- Client advocacy & options discussion
- Pregnancy loss and miscarriage care
- Limited STI Testing
- Earn While You Learn program for parents, including:
  - Weekly life skills classes
  - Material assistance (food, baby items, diapers, wipes, and formula)
- Relational and sexual health education for middle, high school, and college students
- Abortion recovery mentoring and Take Courage Retreats

### GENERAL STATEMENT OF DUTIES

The **Marketing and Fundraising Specialist** is responsible for leading the marketing, communications, and fundraising initiatives of Bridgehaven Pregnancy Support Center's Engagement Team. Working collaboratively with the CEO, Engagement Manager, Community Engagement Specialist, and Marketing & Fundraising Associate, this individual will develop and implement strategies to strengthen community engagement and increase support for Bridgehaven's mission.

This role involves designing, creating, publishing, and distributing a wide range of marketing and communication materials to advance fundraising, donor relations, and public awareness efforts. The ideal candidate will bring creativity, strategic thinking, and strong communication skills to help inspire community involvement and financial support for the ministry.

### EXAMPLES OF ESSENTIAL WORK

#### *Fundraising and Donor Relations*

- Collaborate with the Engagement Team and any special committee members to design, implement, coordinate, and distribute marketing materials for all fund development and special events areas.
- Assist in managing development activities to support the overall strategic plan to meet Engagement Team goals.
- Work with the Engagement Team to develop marketing materials for fundraising appeals, Online Giving, and social media fundraising campaigns.
- Help maintain Bridgehaven's database of donors, including contact information and gift histories, including the organization's donor database, to track contributions and ensure prompt payment of pledges.

### *Marketing and Communications*

- Coordinate with the Engagement Team to create internal and external communications and materials, including but not limited to staff memos, newsletters, donor and volunteer communications, center signage, and client forms
- Ensure all communications, online content, and other promotional materials are in line with Bridgehaven's style guidelines
- Participate in planning and developing marketing strategies for fundraising events, including social media and print materials.
- Assist in implementing the annual strategic plan for donor marketing and communications, including but not limited to online ads, billboards, press releases, social media, website, blog, email marketing, and other beneficial avenues of promoting Bridgehaven
- Produce and distribute promotional information and materials (i.e., brochures, flyers)
- Maintain and update the donations page on the Bridgehaven website, including updating annual business sponsorships
- Produce and edit video as needed
- Produce and distribute fundraising special event marketing materials
- Assist the Engagement Team in event planning and fundraising appeals
- Work with the Engagement Manager to create and manage an annual Marketing Budget
- Develop press releases, print media samples, and copy, and public service announcements
- Assist in coordinating the work of development volunteers at events by providing training and supervision.
- Assist with the design and layout of fundraising and engagement brochures, flyers, and the annual report

### REQUIRED KNOWLEDGE & ABILITIES

- Have experience in marketing, public relations, advertising, and/or communication
- Excellent organizational, verbal, written, and computer skills
- Proficiency with marketing and design platforms and software, including Microsoft Word, MailChimp, Canva, InDesign, Illustrator, Premiere Pro
- Ability to communicate across departments and work with all areas of the ministry
- Possess strong creativity and communication skills
- An initiative-taker who is motivated, dependable, and responsible
- Have the maturity to respect and keep the information confidential
- Be friendly and respect the dignity of all persons

### ACCEPTABLE EXPERIENCE & TRAINING

- Have a bachelor's degree in marketing, or a related field, or related work experience equivalent.
- Previous experience in marketing and communications.

### REQUIRED SPECIAL QUALIFICATIONS

- Agree with and be willing to uphold the Commitment of Care and Competence, Statement of Faith, and the policies of Bridgehaven.
- Assist with coordinating activities related to fundraising events such as the annual 5K Walk/Run, Gala, Business Sponsorship, and Baby Bottle Boomerang Campaigns.