



JOB ANNOUNCEMENT – August 11, 2021

Development & Communications Associate

The Pennsylvania Health Law Project (PHLP) seeks a highly motivated individual to be based in our Philadelphia office. In the near term, because of the COVID-19 pandemic, the successful candidate is expected to work remotely. The Development & Communications Associate will collaborate with the Director of Development & Communications and the Executive Director to expand PHLP's supporter base, cultivate and steward donors, and increase visibility of the organization. We are seeking an outstanding writer/editor with strong design capabilities who can quickly digest complex content and produce high quality materials for a variety of audiences.

Our Mission and Strategies

PHLP is the designated state-wide health advocacy project of the Pennsylvania Legal Aid Network. PHLP has a single focus: to protect and advance the health rights of low-income and underserved individuals. In support of this mission, we primarily serve clients seeking health insurance coverage or services through Medicaid or the Children's Health Insurance Program. We also counsel and advise low-income clients about other health insurance coverage programs like Medicare and the Marketplace.

About the Position

The Development & Communications Associate is expected to work across programmatic areas at PHLP to ensure consistent messaging and branding, both within the organization and in the larger law nonprofit community. A successful candidate will be able to set priorities and manage time well independently. This is a full-time position.

Responsibilities/Duties

Development

- Support the creation and management of fundraising plan and oversee accurate record keeping related to PHLP funding streams
- Manage the donor acknowledgement process
- Conduct monthly financial reconciliation of all gifts in conjunction with PHLP's Project Administrator
- Work with PHLP's leadership to expand revenue sources through prospect identification, research, and strategic outreach

Communications

- Develop and update organizational printed materials and website, in conjunction with senior staff
- Act as point person for PHLP's website style and content: collaborate with the website developers as needed; assign content-writing to staff as necessary; edit all aspects of the website to ensure consistent tone and style
- Monitor and assure that all communication vehicles have a unified brand identity and meet production quality and accessibility standards
- Produce community education materials and organizational/promotional materials for a variety of communications and fundraising purposes
- Create content for, proofread, and format all PHLP's electronic and print communications (e.g., newsletter, annual report)
- Assist with proactive media outreach and reactive media responses as needed.
- Post to, manage, and monitor social media accounts
- Track key communications metrics, including website and social media analytics
- Utilize technology to create dynamic content for website and social media
- Assist PHLP staff with trainings and webinars

Education

- Bachelor's degree in relevant field such as Marketing, Business Development, Communications, English, or Journalism

Skills/Experience

- Exceptional oral and written communication skills
- Excellent attention to detail and organizational skills
- Experience with design of electronic and print materials; familiarity with Adobe Creative Cloud, Canva, or similar graphic design applications
- Highly skilled in MS Office applications, including MS Excel, Word, and PowerPoint
- High level of comfort working with various diverse stakeholders (i.e., donors, board members, senior leadership, attorneys, business executives, volunteers)
- Self-starter with the ability to work independently, and as a part of a team, in a fast-paced and at times deadline-driven environment
- Proficiency in database management
- Demonstrated commitment to PHLP's mission and core values
- Experience with website management system and email marketing services

Compensation

Competitive salary (i.e., \$40,000 to \$45,000) will be offered, commensurate with experience and qualifications. PHLP also provides a generous package of benefits, including health and disability insurance, retirement plan, paid annual and sick leave, and holidays.

How to Apply

Submit a resume and a cover letter by email to hr@phlp.org. In your cover letter we invite you to tell us about your unique background and about your experience with underserved communities. Applications will be reviewed on a rolling and expedited basis. All applicants

will be contacted to confirm acknowledgment of the materials and then contacted only if selected for an interview. Address cover letter to:

Mr. Laval Miller-Wilson, Executive Director
Pennsylvania Health Law Project
123 Chestnut Street, Suite 400
Philadelphia, PA 19106

Diversity Statement

PHLP is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity employer. We welcome applicants of all backgrounds to apply. People of color, persons who are bi-cultural or bi-lingual, women, persons with disabilities, and persons who identify as LGBTQ are encouraged to apply.