

Communications Manager/Event Planner Position Description

Preferred Requirements:

- Proven history of coordinating the administrative and support needs of smaller, mission-focused teams
- Strong communication and collaboration skills, with the ability to work well independently
- Business or office management experience
- Education in or related to business, operations, and/or any applicable fields
- Must reside in Minnesota and have reliable internet access; please let us know if internet access is currently a barrier

Benefits/Details:

- Full-time, remote work position
- Supervised by the Executive Director
- Wireless connectivity allowance available, separate from compensation (including cell phone)
- Computer and software tools provided
- Flexible schedule with PTO available
- Other benefits are being developed (with input from employees) and offered including health insurance
- \$50,000 - \$60,000 starting annual pay range at 1 FTE (other FTE options can be discussed)
Performance and benchmark compensation increases available annually

Why this job is important

Powering every successful nonprofit are dynamic vision, mission-motivated people, who help in the development strategies that engage our communities.

MPO/MNPQC provides education, services, and resources to advance the mission pursuit of improving outcomes for Minnesota's birthing people and their infants. We're looking for a strategic colleague to help us continue and grow our mission and goals as a nonprofit. As the Communications Manager/Event Planner focused on organizational success, you'll play a central role in supporting some of the biggest opportunities for growth across our state.

How you will be spending your time

- In an average week, you will likely spend 12-15 hours coordinating committee, faculty, and capacity building initiatives, including scheduling, communication, goal and task tracking, evaluation and follow-up, copy editing and material creation
- 10-12 hours supporting internal operations including billing, monthly budgets and financial statements, grant management support, weekly intern management, account updates and monitoring, and other supporting tasks that come up
- 5-10 hours planning and executing events promo, committee meeting materials, website updates, and social media marketing
- 5 hours meeting with and supporting other team members during the week

- Collaborating with MNPQC operations and executive teams to design and implement new processes
- Planning, managing, and executing the annual fall conference with the education and outreach committee
- Supporting the executive director and co-director in grant, funding, and capacity building work
- Manage the monthly operational budget, invoice payments, and cash flow

What you are good at

- You're proactive, driven, and self-starting individual
- You are strategic, prioritize effectively, and organized
- You're an effective communicator, and able to follow-up when needed
- You're up for anything and want to lend a hand wherever you can
- You're resourceful, eager to innovate in environments with sometimes constrained resources/time
- You're a team player, but work well autonomously

What you have done

- Managed projects, including tracking deadlines and tasks
- Has provided administrative support for team members
- Manipulating and preparing data in tools like Microsoft Excel
- Coordinate and create external communications in tools like ActiveCampaign, SurveyMonkey, Basecamp
- Scheduling large, small, external, and internal meetings/webinars with tools like Zoom, google calendar, basecamp
- Executing finance and operations tasks
- Worked on websites & marketing materials in tools like WordPress, Canva, and ActiveCampaign
- It would be a huge plus if you have experience in the nonprofit sector

A little more about you

The MPO/MNPQC team is small but mighty, working collaboratively and energetically to advance multiple priorities simultaneously. The best fit for this position is someone who might describe themselves as:

- Passionate, hardworking, and self-motivated
- Curious and problem solver type of individual
- Flexible, comfortable navigating uncertainty and adapting to change
- Risk tolerant, open to trying new ideas, learning from mistakes, and continuously learning and improving
- Accountable, thriving on shared outcome-driven work in a collaborative environment
- Strategic and able to shift priorities based on day-to-day needs

Applying for this job

To apply for this job, send a digital file of your resume and an introductory letter to Susan Boehm, Executive Director at MPO, susan.boehm@minnesotaperinatal.org

Your introductory letter should be no longer than one page and should clearly address the following questions:

- Why are you passionate about supporting the missions of MNPQC and MPO?
- In what ways are you meaningfully connected with and accountable to the communities you value? Define communities any way you'd like.
- In what ways do areas of difference in your background and experience influence how you approach your work?
- In what kind of work environment are you most productive as a team member and colleague?
- Why do you think you would be a good fit for this position?

MPO/MNPQC is actively looking for people with a broad background of lived experiences and identities. We are committed to hiring a staff that is representative of the communities we serve, and strongly encourage candidates of all identities and experiences to apply for this position. You may also email questions to susan.boehm@minnesotaperinatal.org if necessary

About MPO & MNPQC

The Minnesota Perinatal Quality Collaborative (MNPQC) is a network of organizations, medical providers, content experts, and community voices led by Minnesota Perinatal Organization (MPO) in partnership with the Minnesota Department of Health (MDH). We seek to improve perinatal and infant health outcomes with an emphasis on improving health equity for all birthing people.

Minnesota Perinatal Organization (MPO) was founded in 1974 as a multidisciplinary association of individuals and organizations dedicated to improving perinatal health. We provide up-to-date information on perinatal care practices, services, and technological advancements and a great opportunity to network with professionals from the region. Our Mission is to optimize perinatal health in Minnesota through education. MPO co-founded the Minnesota Perinatal Quality Collaborative (MNPQC) in conjunction with the Minnesota Department of Health in 2018. As a premier provider of perinatal healthcare education, MPO brings together doctors, clinics, public health, and hospital nurses, midwives, doulas, community organizations, and families and caregivers. Our unique multidisciplinary collaborations provide an opportunity for perinatal healthcare professionals from a variety of settings to meet and increase their knowledge and skills.

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