



SMADC is a division of the  
TRI-COUNTY COUNCIL  
for SOUTHERN MARYLAND

## **Position Announcement**

### **External Relations & Development Coordinator**

The Southern Maryland Agricultural Development Commission (SMADC), a division of the Tri-County Council for Southern Maryland (TCCSMD), is seeking to hire a full-time External Relations & Development Coordinator for the Maryland Markey Money (MMM) Program.

SMADC is seeking an external relations and development coordinator for Maryland Market Money, its statewide farmers market food access program. The ideal candidate is a skilled communicator and storyteller with a passion for Maryland agriculture, farmers markets, and improving food access. This is a full-time position that allows for some remote work.

External Relations responsibilities include creating and implementing an integrated communication and marketing plan to increase awareness and visibility of the MMM program. Managing the MMM-related web and social media presence and press releases, and inclusion of the program in the broader organization's newsletter, printed materials, and other communications. Maintaining the Squarespace website and online content of MMM program and Maryland farmers market resources (this includes writing original blog posts and photography skills, as needed).

Development Coordinator responsibilities include acting as point person between the MMM program and public/private funders. Designing and delivery of a branded, coordinated suite of promotion and organization literature that both explains how MMM works and connects the public with the philanthropic mission, and cultivating financial support and partnerships with local, regional, and national organizations and philanthropic entities. Attending industry meetings, workgroups, and conferences on behalf of the program, as needed. Taking the lead on grant writing and reporting for the program and spearheading fundraising, advocacy, and education programs as appropriate. Fundraising responsibilities include Giving Tuesday Campaign, Year-End Appeal, etc.

**Necessary Skills & Qualifications:** Requires excellent writing, verbal, and interpersonal communications skills, and the ability to work independently within deadlines and manage multiple priorities. A Bachelor's degree from an accredited college or university or at least four years comparable work experience. Design skills and the ability to create eye-catching graphics for web, social media, and print using either InDesign or Canva Pro. Ability to use Adobe Creative Cloud. Familiar with all the Microsoft platforms (Outlook, Excel, Word, PowerPoint, Teams), as well as social media platforms (MailChimp, WordPress, Squarespace, Facebook, Twitter, Instagram, etc.) Ability to work occasional evenings and weekends, as needed. Have a valid driver's license and reliable transportation.

Salary based on education and experience—\$50,648 - \$55,535

Excellent Benefits & the TCCSMD is an Equal Opportunity Employer

Position Closes June 1<sup>st</sup>, 2021

Apply online <https://tccsmd.org/work-with-us/> with your resume, 3 references, and 3 samples of your creative work (ex: writing, social media posts, graphic design, etc.)