



# THE INSTITUTE FOR INTEGRATIVE HEALTH

**Position Available**  
**Communications & Development Associate**  
**The Institute for Integrative Health**  
**Baltimore, Maryland**  
**February 2021**

A global pandemic and stubborn health disparities across our communities have highlighted the essential nature of integrative health and the ways in which the field explores and explains how multiple factors come together to affect the wellness of people and communities. A recognized, research-driven force in this field, [the Institute for Integrative Health](#) (Institute) is poised to increase its voice and advance knowledge and new approaches to health and wellbeing. Accordingly, the Institute is strengthening its communications, outreach, and development capacity. The Communications and Development Associate, a newly created position, will support and report to the Senior Director of Strategic Communications and also support the Institute President and leadership team.

## ***Job Profile***

The Development and Communications Associate is responsible for providing high-level administrative support to the Senior Director of Strategic Communications as well as to the Institute leadership. The position will support internal and external communications activities and initiatives as well as the administrative needs of the President, including research and tasks related to development (fundraising) activities. The Communications & Development Associate works in close partnership with the Institute's leadership to support strategies and activities that promote the organization's impact, while increasing understanding of and support for an integrative health approach to wellness and healing. The essential responsibilities of the position fall into two related areas.

## ***Essential Responsibilities:***

### **Communications** (Estimated at 60% effort)

- Support external and internal communications activities, including writing, editing, and preparing print and electronic materials (e.g., annual reports, newsletter, website content, graphics, and videos)
- Assist with public relations and media outreach
- Assist with digital media content, website redesign, and social media strategy
- Support the Institute's technological interfaces (e.g., integration of various systems such as the website, CRM, constant contact, mailing lists, social media, and a new online communications hub)
- Serve as liaison with vendors and outside consultants (e.g., relating to marketing,

public relations, graphics, printing, video, and digital media)

- Assist with simple in-house formatting and design of materials and graphics
- Assist with the planning, coordination, and implementation of programmatic and funder cultivation events, exhibits, educational activities, and meetings
- Help plan and coordinate the Institute's Leadership Council outreach and activities
- Perform other tasks as requested

**Executive and Development Support for the President & Leadership Team** (Estimated at 40% effort)

- Handle administrative duties (e.g., draft and/or send correspondence, organize paperwork, prepare leadership for upcoming meetings, and coordinate travel arrangements and related expense reports)
- Assist with presentations, meetings, and writing (e.g., create or update PowerPoint presentations, develop talking points for meetings and forums, draft remarks)
- Conduct research on partner organizations and potential collaborators or donors
- Gather, and, as directed, disseminate relevant articles
- Provide support throughout the fundraising cycle (i.e., identification, qualification, cultivation, solicitation, and stewardship of funders), including with donor events
- With assistance from other staff, help edit grant proposals and reports and handle grant acknowledgements and other correspondence with funders
- Oversee and manage CRM Blackbaud Raiser's Edge, ensuring accurate, organized, and timely record-keeping

***Minimum Qualifications***

- Bachelor's degree
- Five or more years of related work or training experience in communications or development fields
- Exceptional writing and editing skills
- Excellent attention to detail
- Highly organized and flexible, with proven ability to manage multiple projects and priorities, meet deadlines, and think creatively
- Solid computer proficiency and familiarity with Microsoft Office and Google work environments
- Understanding of social media platforms (Twitter, Facebook, LinkedIn, Instagram)
- High level of self-motivation and the ability to work independently
- Team player with strong communication and interpersonal skills and emotional intelligence
- Demonstrated ability to use discretion and judgment regarding sensitive and confidential issues
- Commitment to diversity, equity, and inclusion

***Preferred Qualifications***

- Knowledge and experience in a field related to integrative health
- Experience with donor/constituent databases (Raiser's Edge preferred) and related

- technology
- Experience with social media platforms and campaigns
- Knowledge of basic in-house design and/or video editing software

***Work Environment and Physical Demands***

Essential functions are typically performed in an office setting with a low level of noise. During the COVID-19 pandemic, work will be carried out remotely. The Institute may make reasonable accommodations to enable individuals with disabilities to perform the essential functions. Ability to work flexible hours on occasion, possibly including weekends or evenings. Minimal travel may be required.

***Compensation:*** Commensurate with experience and within the range of \$45,000-\$60,000 annually. Excellent benefits package.

***Application Deadline:*** March 12, 2021

***To Apply:*** If you meet the core requirements and are interested in applying for this role, please email your resume, a cover letter detailing why you would be a good fit for this position, and salary requirements to: [careers@tiih.org](mailto:careers@tiih.org).

**The Institute for Integrative Health is an Equal Opportunity Employer.**

**About the Institute for Integrative Health**

The mission of the Institute for Integrative Health, a think tank with an activist agenda, is to catalyze new ideas in health, understand the complex network of factors that influence health, and promote the well-being of individuals and communities. Since its founding in 2007, the Institute has been dedicated to generating, evaluating, and disseminating the bold ideas necessary to create an *epidemic of health*. The Institute aims to improve health by challenging the current disease-focused healthcare paradigm, promoting deeper understanding of the complex network of factors that impact health and well-being.

A 501(c)(3) non-profit organization, the Institute is led by Professor Brian Berman, MD, a pioneer in the field of integrative medicine. Engaged with a broad, multi-disciplinary network of thought-leaders and partners, the Institute has established an international reputation as a place for exploration that is unfettered by institutional agendas. The Institute's core values that support its vision, mission, and programs are: Heart, Leadership, Curiosity, Collaboration, Equity, Freedom, and Can-do Attitude.