



Seeks to employ a full time Fundraising & Communications Manager

The primary function of this position is to support the Bermuda Red Cross in an area that is a key area of our strategic plan and has a vital impact on the annual budget. This position will take the lead in all fundraising events, development and maintenance of relationships with donors in the community as well as being responsible for the marketing and communications plan for the organization. In addition, managing the continually monitoring social media platforms including Facebook, Instagram and Snap Chat. The holder of this position will also be expected to carry out daily administrative duties and be flexible within a small office environment.

#### CRITERIA:

- Have a desire to serve the Community as a role model through the Bermuda Red Cross
- A minimum of 3 years fundraising experience with a proven track record of success in the solicitation of corporate and major gifts
- Ability to work well with people in groups, one-on-one and in problem solving situations
- Efficiently juggle simultaneous projects
- Be committed to applying the Fundamental Principles, policies, procedures of the Bermuda Red Cross
- Knowledge of development/communications concepts and appropriate solicitation techniques
- Working knowledge with WordPress website programme, mail designer and Swift publisher graphic programme would be an asset
- Flexible work schedule to accommodate evening and weekend events and a variety of outreach events
- Sound knowledge of computers – Word, XL, Quick books
- Communicate effectively both verbally and in writing
- College Degree or equivalent in work experience
- Must have a valid license

Interested persons should apply in writing, together with a CV and at least 2 references to:

**Executive Director  
Bermuda Red Cross  
P.O. Box HM 772  
Hamilton HM CX**

**or**

**[director@bermudaredcross.com](mailto:director@bermudaredcross.com)**

Deadline for application ends 14<sup>th</sup> August, 2019