



OPEN POSITION: Communications and Development Specialist at the Memphis Medical District Collaborative (MMDC)

Organization Overview

The Memphis Medical District Collaborative (MMDC) seeks a **Communications and Development Specialist** to join our growing team. Established in 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around its anchor institutions – major healthcare and educational institutions – including ALSAC / St. Jude Children’s Research Hospital, Baptist Health Sciences University, Le Bonheur Children’s Hospital, Methodist Le Bonheur Healthcare, Regional One Health, Shelby County Health Department, Southern College of Optometry, Southwest Tennessee Community College and University of Tennessee Health Sciences Center. Together, these institutions have more than 25,000 employees, 8,000 students, a collective spend of \$1.3 billion, and control more than 300 acres of real estate. The Memphis Medical District is also home to more than 10,000 residents. These institutions, along with local and national philanthropy, area corporations, and collaborative community partners, support the work of MMDC to revitalize the Memphis Medical District and make it a preferred destination to work, live, learn, and visit.

MMDC Departments

MMDC’s approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the major healthcare and educational institutions, MMDC also focuses on the following program portfolios:

1. Clean and Safe Streets & Public Spaces – Catalyzing connections between people and place through improvements to the public realm, including parks, streetscapes, sidewalks, plazas, and enhanced mobility options. District Ambassador program; Coordination of safety efforts, hospitality assistance, and environmental and cleanliness improvements.
2. Development – Fundraising, grant writing and management, and donor/partner cultivation and recognition.
3. Economic Development – Supporting and connecting the diverse neighborhoods in the District through growing and attracting small, minority, and women-owned businesses, as well as supporting existing businesses through programs like Buy Local.
4. Marketing and Communications – Promoting the organization’s mission, values, and impact to various stakeholders through creatively telling the District’s and the organization’s story.
5. Real Estate – Cultivating a rich environment for appropriate development through coordinated planning and investment, with a focus on creating mixed-use, mixed-income places.
6. Workforce Strategies – Through Hire Local, connecting neighborhood residents to training, education, and employment opportunities where there is a clear career pathway, a livable wage, and a growing career field.

Title	Communications and Development Specialist
Reports To	Director of Communications and Development

Summary	<p>We are seeking a dynamic Communications and Development Specialist to join our team at MMDC, one of Memphis Business Journal's 2024 & 2025 Best Places to Work.</p> <p>Memphis Medical District Collaborative (MMDC) is seeking a Communications & Development Specialist to join our team at MMDC. This role is a generalist position that touches all aspects of development and communications work — from writing donor acknowledgments and grant reports to managing the donor database, drafting media and press copy, and supporting fundraising events. The ideal candidate is a strong writer, highly organized, and eager to grow their skills across both development and communications.</p>
Experience and Qualifications	<ul style="list-style-type: none"> ● Bachelor's degree in Communications, Marketing, Public Administration, or related field ● Experience supporting communications and/or fundraising initiatives, preferably in the nonprofit sector ● Experience in community or economic development a plus
Salary Range	\$40,000 - \$45,000 commensurate with experience
Key Benefits	<ul style="list-style-type: none"> ● Hybrid schedule ● Generous benefit package ● Parental leave ● Professional development opportunities ● 401(k) employer match ● 20 Days per calendar year of paid leave ● At least 10 office closing days for public holidays ● Up to 10 remote workdays while traveling ● Phone reimbursement
Physical Requirements	<ul style="list-style-type: none"> ● Tasks require the ability to exert light physical effort in sedentary to light work, including lifting, carrying, pushing, and/or pulling objects and materials of light weight (5-10 pounds). ● Lifting/moving supplies ● Tasks may involve extended periods at a keyboard or workstation.

Essential Duties and Responsibilities:

Donor Communications & Stewardship

- Draft and send donor acknowledgment letters and other donor communications
- Assist in producing donor newsletters, year-end appeals, and other donor-facing communications
- Support the Director in tracking donor touchpoints and preparing materials for cultivation and stewardship visits
- Help maintain donor recognition lists in donor database

Grant Support

- Assist with grant research, tracking deadlines, and maintaining the grants calendar
- Draft sections of grant proposals and reports under the direction of the Director

- Compile program data, statistics, and outcome information needed for grant applications and reports
- Maintain organized grant files including submitted proposals, award letters, and reporting requirements

Communications & Content

- Write and update website copy, including news/blog sections and program descriptions
- Support production of the annual report and other institutional publications — including writing, editing, and coordinating design
- Coordinate with the Director of Community Engagement on content that serves both development and community audiences

Fundraising Events Support

- Provide logistical and administrative support for all MMDC events
- Manage event guest lists, RSVPs, seating, and day-of coordination tasks
- Draft event-related communications including invitations, sponsor acknowledgments, and follow-up materials
- Track event revenue and expenses and reconcile against budget

Development Operations

- Maintain the donor database — entering gifts, updating contact records, running reports, and ensuring data integrity
- Support in-person donor engagement at events and door to door fundraising
- Pull regular fundraising reports and dashboards for the Director, Vice President, and President

Required Qualifications

Technical Skills:

- Experience working in donor databases or CRM systems
- Canva or other design tools
- Google Suite
- Event Planning a plus
- Grant Writing a plus

Core Competencies:

- Excellent written and verbal communication abilities
- Experience in event planning or similar project management
- Willingness and interest in working alongside the community
- Detail-oriented, especially in regard to written communication and organizational skills
- Strong willingness to learn and work independently
- Collaborative approach to working with diverse stakeholders
- Interest in community development

Submittal

If you are interested in applying, please upload your resume and cover letter [here](#) or <https://wkf.ms/40Cnr7o>.

NO PHONE CALLS. For more information: www.memphismedicaldistrict.org

