

MARKETING COORDINATOR I

Reports to: Director of Communications
Classification: Full-Time; hourly non-exempt

Job Summary

The Marketing Coordinator works under the Director of Communications, as part of the Department of Development, on all marketing and communications efforts, and assists Development Team leads with all special events, as needed.

Essential Functions

Marketing/Communications

- Assists Director of Communications with organizational brand compliance and general communications.
- Organizes and executes all digital marketing to include social media, emails, and online promotion.
- Helps design and edit in-house marketing/promotional print materials and digital images.
- Assists in the creative design and promotion of videos.

Special Events

- Supports promotion and branding for all special events.
- Assists with the creation and back-end support of online fundraising pages for individuals and groups associated with special events.
- Supports logistical planning and execution for all special events.
- Offers professional customer service to event attendees/donors.

General Development Team Support

- Assists with data entry, running reports, and creating mailing lists, etc. in donor database.
- Works directly with volunteers and interns on projects.
- Facilitates development team mailings.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree or equivalent
- Strong organizational and multi-tasking skills
- Detail-oriented with excellent verbal and written communication skills
- Professional, mature presentation
- Excellent customer service skills
- Strong decision-making skills
- Ability to work independently and as a member of a team

Preferred Skills

- Adobe Creative Suite/graphics software knowledge and/or experience
- Email marketing software knowledge and/or experience
- Website design knowledge and/or experience
- Database software knowledge and/or experience (Raiser's Edge, CRM software)

Compensation: Hourly rate of \$18.31/hr and includes a comprehensive employee benefits package.

To apply: please send resume and cover letter to developmentjob@wishesandiego.org by **September 9, 2018**. Subject Line should read "Marketing Coordinator". No calls please.