**POSITION DESCRIPTION**

**DEVELOPMENT AND MARKETING COORDINATOR**

**POSITION**

Seeking a skilled, organized and motivated individual to provide support for development, marketing and general administrative tasks. This position reports directly to the Executive Director buts works collaboratively in a team environment.

**RESPONSIBILITIES**

**Development (50%)**

* Serves as key staff person for Donor Snap, donor database management including donation inputting, thank you letters, donor correspondence, reporting, etc.
* Maintains accurate database and email lists using assorted technologies and email management systems as well as meeting/event platforms
* Coordinates all fundraising appeals
* Coordinates donor email campaigns
* Research and identify grant opportunities, assist with the grant applications, tracking, etc.
* Coordinates all sponsorships

**Marketing (30%)**

* Serves as primary coordinator for all marketing related activities
* Coordinates social media calendar and all social media activity
* Prepares, designs and updates all print and digital content

**Events (10%)**

* Serves as primary coordinator for volunteer and donor events
* Serves as primary coordinator for community events such as but not limited to, Shad Fest, Turkey Trot, Pride Parade, etc.

**Administrative Duties (10%)**

* Welcomes and direct(s) visitors and program participants to appropriate staff member
* Coordinate services with Social Services Manager when the need for Case Management is identified.
* Handles program participant intake and assists in identifying supportive resources as needed.
* Answer phones, screen, and direct calls. Responsible for phone system and voice mail
* Maintains a tidy office space
* Handles daily mail and mailings including email correspondence
* Prepare presentations and correspondence, as requested
* Assists with the coordination of board meetings

**LEADERSHIP**

* Mission Advancement: Represent FM to community and public to promote the agency’s mission, broaden its reach and enhance credibility.
* Outreach: Develop new and cultivate existing collaborations with partner agencies to ensure availability of resources and access to services for agency’s clients; increasing program efficacy and breadth of offerings while strengthening service provision.

**QUALIFICATIONS**

* Bachelor’s degree or experience comparable to a degree; at least 1 years’ experience in similar role
* Self-directed and able to complete projects with limited supervision
* Excellent oral and written communication skills
* Conform to a high standard for excellency in serving others
* Commitment to cultural sensitivity and respect for differences
* Detail oriented and works with a high degree of accuracy
* Ability to multitask and meet changing deadlines
* Proficiency with Microsoft Office software, particularly Word and Excel: comfortable with formatting and developing spreadsheets and presentations.
* Proficiency in all social media channels
* Experience with graphic design sites

**NOTES**

* Full time in person
* Monday-Friday 9-5pm
* Some nights and weekends
* This position does not offer medical, dental or retirement benefits
* Salary range $42,000-$48,000 depending on experience

Please send resume to info@fishermansmark.org

Please no phone calls