

Development and Marketing Coordinator

- Project Lead:
 - Manage the day-to-day marketing project process. Gain expert knowledge of project management software.
 - Coordinate project details, ensuring timelines are met and clearly defined.
 - Review creative briefs and assign tasks; work with originators to ensure project scope is clearly defined.
 - Develop relationships with printers and external vendors to satisfy creative needs. Obtain quotes and make recommendations on end product options.
 - Do routine reporting on productivity and project status.
- Event Coordination:
 - Serve as primary point of contact and lead for executing special event logistics, including venue contracts, set up and break down, décor, catering, entertainment, auction set up and monitoring, and other details as needed. Obtain quotes from vendors and fulfill needs within budget.
 - Gain a full understanding of campaign software (Classy) to assist with the development and tracking of registrations and donor forms for event and marketing campaigns.
 - Develop event check lists and communicate event details and responsibilities with stakeholders.
 - Create run-of-show documents to ensure proper time management of events.
 - Secure volunteers and direct their responsibilities for the event.
 - Assess each events success and maintain recommendations for future success.
- Development Support and Revenue Responsibilities:
 - Management of peer-to-peer campaign
 - Monthly donor campaign management
 - Management of annual fund campaigns
- General Marketing Support:
 - Photography and brand asset archiving
 - Assist in the proofing of marketing content, ensuring content is accurate and on brand.
 - Track inventory of marketing collateral materials and review for needed updates

Desired experience:

- Bachelors degree in Marketing, communications, or related field
- Two years experience in a marketing, agency, or special event environment
- Experience in project management, event or donor platforms, and Adobe Creative Suite a plus.