

**Marketing and Development Coordinator**

**Job Description**

Reports to: Operations Director

Employment Status: Full Time/Exempt

**Qualifications:**

* Bachelor’s Degree in Communications, Public Relations, Marketing, or related field required.
* Proficient Microsoft Office Programs.
* Excellent organizational skills. Ability to multi-task, prioritize, and work in a professional manner.
* Experience in organizing internal and external events, including fundraising campaigns.
* Exceptional writing skills for correspondence, memos, and emails.
* Current and Valid Driver’s License.

**Job Responsibilities:**

Marketing Functions:

* Coordinates tracking gifts, pledges, and processing of Gift Acknowledgement letters;
* Development and distribution of print, electronic and other promotional materials;
* Assists with the preparation and dissemination of press releases, media alerts, and newsletters;
* Creation of content, coordination and maintenance of agency’s website and social media sites related to development and branding;
* Compilation of media hits and statistics, including monthly, quarterly and annual reports;
* Facilitates the planning, implementation, and reporting of agency’s signature events, including April Awareness Breakfast, Recovery Classic Golf Tournament;
* Assists with revenue producing activities including fundraising campaigns, grant writing, stewardship events, and donor relations;
* Develop and enhance relationships with media, donors, and community, including attendance at community and media functions;
* Demonstrates sensitivity to, and respect for, the diverse cultural backgrounds and practices of volunteers, consumers, clients, and team members;
* Performs other duties as requested;
* Promotes a positive workplace environment.

**In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.** **Equal Opportunity Employer.**

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_