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| Title: Marketing Manager | FLSA: Non-Exempt |
| Hours: Part-time; 30 hours a week | Salary Range: \$26.00 - 33.00 hourly |
| Department: Resource Development | Reports to: Director of Donor Impact |
| Benefits: Full benefits package includes Medical with \$1,500 annual H.S.A. contribution, Dental and Vision plan under \$5 a month, PTO accruals, 403b retirement program with matching contribution, EAP, Supplemental Insurance and much more | |

Overview:

Do you want to make a positive difference in Snohomish County? Are you looking for a team-centered environment to flourish while growing your skill set? Then this may be the opportunity for you!

The Marketing Manager is responsible for designing, implementing, managing, and overseeing print and digital marketing materials for Housing Hope. Additionally, they are responsible for managing external communications with the media and other entities for Housing Hope. This person is required to establish and maintain advisory and collaborative relationships both within the agency and with community members. Internal contacts include administration, management and staff. External contacts include media, corporate leaders, small businesses, organizations and agencies. The position requires creative energy and the Manager needs strong communication, organizational, interpersonal, and administrative skills. Ability to prioritize is essential. Someone with experience in creating and designing collateral and managing media relationships, would be the ideal candidate.

COVID-19 procedures and policies in place, equipment provided. Please send resume and cover letter to be considered for the position.

Essential Job Duties:

1. Design all marketing materials and agency publications including (but not limited to), quarterly newsletters, annual impact report, donor communications and brochures. Assist with the marketing needs of other departments as necessary, including approval of their design work.
2. Coordinate closely with the Communications Assistant and with HopeWorks' Director of Marketing & Communications to ensure accurate and consistent marketing efforts across both organizations.

3. Design event material (save the dates, invitations, event programs, event web page etc.) and coordinate event content as needed with the Events Manager.
4. Create and manage communications with donors and volunteers via Mailchimp.
5. Maintain Housing Hope web site with relevant information and updated content regularly.
6. Develop compelling messages and content to promote fundraising efforts.
7. Manage media relations and regularly send out press releases to increase Housing Hope's positive exposure in the media.
8. This position may have duties related to SEO & Google Ads.
9. Create an annual work plan subject to approval by the Director of Donor Impact that addresses job responsibilities and the Department's annual goals.
10. Work in cooperation with others in and out of Resource Development as needed to accomplish department goals and maintain a positive work atmosphere.

Non-Essential Job Duties:

1. Assist occasionally with other Housing Hope events as directed.
2. Other duties as assigned.

Requirements:

- At least 2 years of experience in marketing and communications, with relevant graphic design experience, preferably in a nonprofit or cause-driven organization.
- Adobe Creative Suite knowledge and experience.
- Well organized and ability to effectively prioritize multiple tasks.
- Solid written communication skills.
- Ability to work well with deadlines and under pressure in a fast-paced, time-sensitive position.
- Ability to work collaboratively and productively as part of a flexible team, as well as independently.
- Proficient in MS Office (Word, Outlook, Excel).
- Effective telephone and interpersonal communication skills required.
- Include the word "*goldfish*" in the subject line of email with your resume and cover letter.
- Routinely produces thorough and accurate work.
- Ability to follow verbal and written instructions.
- Professional presentation and appearance.
- Ability to work occasional evenings and weekends.

Preferences:

- Mailchimp experience or related product
- Bachelor degree preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitious movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
- The employee frequently is required to climb, walk, sit, and talk or hear.
- The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work in a general office environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state or federal law.