

Friday Futures – Nonprofit Marketing Jobs

October 28, 2011

1. **Marketing & PR Coordinator**
2. **Marketing Coordinator (part-time)**
3. **Vice President for External Affairs**

1. **Marketing & PR Coordinator** **European Children Adoption Services** **Location: Plymouth, MN**

Hours per week: 10-15 (hours are flexible between 9:00 a.m. and 5:00 p.m.)

Length of assignment: Four to six months

Salary: \$10 per hour

Position overview:

- Provide direct support to the Executive Director and International Program Manager for the coordination and completion of marketing and PR projects.
- Lead/assist with the development and execution of key initiatives in the areas of marketing, public relations, seminars, and fundraisers.
- Position based in Plymouth, Minnesota.

Responsibilities:

1. Assist in the development, coordination, and implementation of international child adoption-related marketing and PR programs and campaigns. This may include:
 - Collateral
 - News releases
 - Media relations
 - Newsletter
 - Website content
 - Social media content
 - Fundraising letters
 - Event invitations and presentations
2. Use the internet to perform basic research on adoption-related issues, competitors, grant opportunities, etc.
3. Support the development of adoption events and related materials.

Experience and skills:

- 2-5 years marketing and PR experience.
- Excellent oral and written communication skills.
- Strong interpersonal skills.
- Ability to work independently and as part of a team.
- Creative, detail oriented, and a self-starter.
- Intermediate working knowledge of MS Office and social media applications.
- Experience working for a nonprofit organization is a plus.

To apply, send a resume and cover letter to:

European Children Adoption Services

Attention: Judy Dahlin, International Adoption Program Manager & Office Manager

6050 Cheshire Lane N.
Plymouth, MN 55446
or email Judy@ecasus.org

2. Marketing Coordinator (part-time)
Choice Group
Los Angeles, CA

Choice Group offers unique music/art programs to at-risk youth in Los Angeles and is now looking to hire a part-time employee to help expand the organization's community exposure. Through online and grassroots efforts, the Marketing Coordinator will be responsible for a variety of tasks, reporting directly to the Executive Director. Experience in sponsorships, marketing or community organizing is a plus. Please indicate any foreign language expertise, or experience in graphic design, event planning, or non-profit management.

To apply, include resume in the body of an email to neal@slantadvertising.com with "CG Marketing Coordinator" in the subject line.

For more information visit: <http://www.choicegroupinc.org>

3. Vice President for External Affairs
Global Philanthropy Forum
San Francisco, CA

Position Description:

The new Vice President will be part of the senior team of the GPF, reporting to the CEO and working closely with two other Vice-President level colleagues.

The Vice President will be responsible for developing and implementing a dynamic global communications framework which will proactively advance the interests of the GPF programmatic agenda and enhance the GPF brand. The Vice President will be a person who has a depth of understanding of the rapidly changing means in which content is aggregated and delivered. The Vice President of Communications will work closely with other internal and external stakeholders and strategic partners to expand relationships and enhance the GPF's visibility and impact as a global philanthropic forum creating a unique learning community. Ideally, the Vice President will be a creative, savvy and strategic communications and marketing leader. The Vice President will continually develop and improve approaches to advance GPF's mission, values and programs. In this role the Vice President will effectively utilize social media, other online formats, as well as more traditional media/communications vehicles, to ensure information about the GPF is accurate, consistent and accessible to external audiences. The

Vice President serves a member of the senior management team. The Vice President is responsible for the overall planning, budgeting, staffing and evaluation of all communications activities.

The ideal candidate will have experience communicating complex issues to a global audience of philanthropic, corporate, public, and non-profit leaders.

The broad goals and objectives for the Vice President are the following:

- Oversee all strategic messaging about GPF's mission, programs, activities, and results; draft the content and/or supervise or assist the content development, writing, editing, and production of publications, including press releases, articles, reports and web publishing.

- Strategically identify, plan and apply traditional and emergent media channels for sharing GPF's mission, goals, programs, and expertise; lead the development and implementation of strategies to utilize new media for effective communication, possibly including podcasting, videocasting, blogs and social networking;
- Enhance the production of videos taken at the GPF conference or in other programs; working with production consultants, develop short videos for viral distribution.
- Provide regular strategic and tactical communication support to the CEO.
- Work in close collaboration with the Forum's other Vice Presidents to develop program-related communications strategies that comply with the Forum's broader objectives.

Qualifications:

Professional Qualifications

- A significant level of demonstrated leadership experience in strategic communications, marketing and brand management of a national or global enterprise, foundation or organization.
- Experience building and working with social media, Web-based content aggregation, wireless networks, Web 2.0 and social network models, Web-based publications and social media marketing platforms.
- Experience and knowledge in using coalitions and multi-faceted strategic campaigns.
- Ability to represent an organization before many audiences and in a wide range of situations.
- Demonstrated ability to work both independently and collaboratively as a team player and with grace and flexibility when faced with multiple time-sensitive priorities and a changing environment.
- Senior management experience; strong organizational skills.
- Superb writing and editing skills and strong interpersonal and professional communication skills.
- Experience developing budgets and work plans, negotiation of media contracts/partnerships, allocation and tracking of expenses, and reporting.
- Experience with and knowledge of the philanthropy sector is desired.
- Experience or familiarity working internationally or on global development issues is desirable.
- A bachelor's degree in communications, journalism, or related field is required.

Personal Attributes

- Passionate commitment to GPF's mission and its guiding principles; inspires respect and trust.
- A team builder who inspires collaboration; demonstrated success in collaborative work with external colleagues as well as internal ones.
- Ability to solve problems with initiative, energy and a positive attitude.
- Adept interpersonal communications skills including ability to present complex ideas in a compelling manner and an ability to build trust and listen effectively.
- An outstanding relationship builder, with a desire and capacity to establish broad and diverse connections to a global community.
- Discretion with donors and a willingness to respect the relationship of trust that GPF has with its members.

How to Apply:

Interested candidates should e-mail a cover letter explaining how their skills and background fit this position and a resume to resumes@explorecompany.com. Please reference Global Philanthropy Forum in the subject line.