

JOB TITLE: Marketing Coordinator
REPORTS TO: Integrated Marketing Director
DEPT: Development

STATUS: FT/Reg/NE 509
SCHEDULE: M-F
UPDATED: May 2018

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

SUMMARY OF POSITION:

The Marketing Coordinator is responsible for coordinating direct mail marketing projects and other marketing productions for Springs Rescue Mission. This position works closely with the Integrated Marketing Director to keep ongoing marketing projects organized by monitoring project plans, schedules, content, print production, quality control, budgets, expenditures and ensuring deadlines are met in a timely manner.

DUTIES & RESPONSIBILITIES:

- Develops project plans with the Integrated Marketing Director
- Creates and maintains project management tools to keep team members proactive on task completion
- Leads all aspects of print production including planning meetings, reviewing multiple quotes, ordering stock, electronic delivery of necessary assets, and overseeing quality control
- Monitors project plans, schedules, budgets and expenditures
- Organizes, attends and participates in regularly scheduled meetings with marketing team
- Documents and follow up on action items and decisions made in project meetings
- Ensures project deadlines are regularly communicated and met with team members
- Collaborates regularly with graphic design vendor for asset development and completion
- Coordinates with photography and videography vendors for shoots with clients and other guests
- Archives talent release forms, story content, visual assets and completed projects physically and digitally
- Submits invoices accurately in multiple logs for reporting and payment processing
- Coordinates meetings with content creators and guests for ongoing story development to replenish direct mail and monthly giving program strategies
- Interact with program staff members to generate leads on guest with amazing stories to share
- Supports proper training and recognition of volunteers for their partnership with Springs Rescue Mission and engages them in meaningful work that leverages volunteers as a resource.
- Assists with event planning as needed
- Other tasks and/or job-related responsibilities as requested

SKILLS AND QUALIFICATIONS:

- Maintains a personal relationship with Jesus Christ and is a constant witness. Christ-centered and compassionate attitude in dealing with people including the homeless and faithfully upholds and exemplifies SRM’s Statement of Faith
- Serves as an advocate for the homeless and raises awareness of the needs and concerns for the addicted and those in poverty, engaging others within one’s influence to greater involvement and effectiveness on behalf of this population in Colorado Springs
- Believes that volunteers are vital to accomplishing the Vision and Mission of Springs Rescue Mission and thus is part of mobilizing the community in the fight against addiction, poverty and homelessness
- Detail orientated and highly organized
- Deadline driven to adhere and respond to established time frames and schedules
- Excellent time management skills
- Excellent verbal and written communication skills
- Strong Project Management skills managing integrated strategies involving multiple media formats

EDUCATION/EXPERIENCE:

- BS degree in Marketing, Project Management or relevant field
- 2 years’ experience in non-profit development environment
- Expertise with direct mail and printing
- Solid computer skills, including Microsoft Office applications and Adobe Creative Cloud Suite
- Experience using Customer Relationship Management and Content Management System software

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- Climb stairs on a daily basis
- Any lifting stated in pounds

EQUIPMENT/TOOLS USED:

Computer/Internet
Fax
Phone
Copier

I accept this position and understand that employment is At Will:

Employee Signature

Employee Printed Name

Date

