



Job Title: Marketing/Development Coordinator, One by One Ministries

Job Description: Assists with marketing, fundraising, development and community engagement efforts; reports to the Marketing/Development Director with oversight by the Executive Director.

Job Requirements: This is an in-office, fulltime 40 hour/week position (Must be available periodically for evening and/or weekend meetings/events.)

Qualifications:

- Committed, active Christian with demonstrated integrity in work and ministry relationships
- Passionate about our ministry
- Bachelor's Degree in Marketing, Communications or related field; or in lieu of degree, 2 years marketing/fundraising/development experience
- Excellent verbal and written communication skills
- Organized and attentive to detail
- Disciplined self-starter who is able to work well with others
- Must possess a range of IT skills that include: Microsoft software and related programs such as Outlook, Excel Spreadsheets & PowerPoint; a willingness to learn donor software system

Desired Skills:

- Social Media experience
- Grant writing experience
- Event planning experience
- Graphic design experience

Specific Duties:

- Donor database management - Network for Good
- Enter all contributions, generate acknowledgment letters, and mail on a timely basis
- Assist donors as requested and build donor relationships (birthday cards, annual gifts, etc.)
- Assist Marketing/Development Director in facilitating direct mail to donors and community partners
- Assist Marketing/Development Director in researching new opportunities for funding
- Assist in planning and implementing new fundraising events/initiatives for the ministry
- Represent OBO periodically at community events
- Assist with external communication including social media, newsletters, quarterly mailings, blogs, mobile app and website updates
- Create graphics for events, publications and social media posts
- Assist Office Administrator as needed with answering phones, assisting office visitors, and overseeing general office volunteers
- Work closely with Marketing/Development Director and in cooperation with One by One staff

Salary Range: \$33,500 - \$37,500

If interested in applying for this position, please email your resume to:

Heather McCaskill, Executive Director, One by One Ministries - hmccaskill@onebyoneusa.org

*The mission of One by One Ministries is to mentor and educate new moms
to parent well so that children thrive.*