



Marketing/Communications Specialist

Reports to: Executive Director

Status: Independent Contractor, Year-Round, Part-Time

Location: Remote

Position Description

The Marketing/Communications Specialist is a critical member of the Marketing Communications (Marcom) team (including the Executive Director and Programs Director). This role oversees all partner and constituent communications, including targeted messages to various audience segments supporting fundraising and programs, as well as expanding organization awareness. They direct and manage the organization's brand, visual assets, and messaging – ensuring consistency across all media. They also develop and implement all Marcom projects and tasks.

Responsibilities

- Plan and execute fundraising campaigns
- Assist the Executive Director with variety of communications projects including presentations, board materials, and grant requests
- Write and publish annual report, eNewsletter, and brochure
- Capture, document, and share participant stories
- Create PowerPoint pitch decks
- Support program promotions and registration
- Manage creative design process and printer/mailhouse for all digital and print materials
- Update content on WordPress website
- Collaborate with Marcom team on social media post ideas and content
- Work with program photographers and videographers to identify shot lists, and edit/archive photos
- Oversee development and updates to professional organization videos
- Establish metrics to measure effectiveness of Marketing activities

Qualifications and Skills

- Excellent verbal and written communications skills
- Strong project management skills
- Highly organized and attentive to detail
- Self motivated, multi-tasker
- Proven time management skills and ability to meet strict deadlines
- Creative thinker with analytical and problem-solving skills
- Supportive team member

Software Tools

- Proficient with: Google Suite, MailChimp, WordPress
- Experience with: Dropbox, Microsoft Word, PowerPoint, Airtable, YouTube, and Facebook

Education and Experience

- Bachelor's degree in Marketing, Communications, Advertising, or related field
- At least three to five years of related experience
- Nonprofit experience a plus
- Love of RVRN's mission

Engagement with Christian Science

- Devoted to the study and application of Christian Science
- Member of The Mother Church and active Christian Science branch church member
- Routinely supports RVRN's programs, projects, and participants metaphysically

Interested in applying? Please send cover letter, resume, and samples of your work to:
Julie Finnin Day, Executive Director, julie@rvrnetwork.org