



Marketing & Development Coordinator

These are exciting and transformational times for Keep Cincinnati Beautiful. On the precipice of the most ambitious philanthropic effort in our history, the \$6MM Imagine the Impact Campaign will transform not only Keep Cincinnati Beautiful but the Greater Cincinnati community as well. Funds raised will support Keep Cincinnati Beautiful's first permanent home and create innovative programming to meet the needs of the 52 neighborhoods of Cincinnati and beyond, ensuring our region remains one of the cleanest in the Midwest.

The Marketing & Development Coordinator will help bring this campaign and our daily impact to life. The position will report to the Development Director and lead execution of organization communications (social, newsletter, program asset creation, etc.) and assist with development efforts (donation processing, event planning, nurturing donor relations, etc.). The role is scoped for a 32-hour schedule which includes full benefit access and is perfect for candidates valuing schedule flexibility at a purpose-filled organization.

If you want to be part of a team that transforms and empowers communities by creating vibrant and clean spaces, this may be the place for you. In the past 10 years, Keep Cincinnati Beautiful has educated 200,000+ children, planted 100,000+ trees and flowers, coordinated 120,000+ volunteers, and painted 1,000+ buildings. Perhaps our greatest impact is what people don't see, like the eight million pounds of litter and 42,000+ tires collected, 7,000+ graffiti tags removed and dozens of illegal dumpsites shut down.

Primary Functions:

- Leads execution of all organizational communications including, but not limited to, social media, newsletters, program asset creation, website management, & event communications.
- Designs creative executions both individually and through internal arts team and external partners.
- Works with program staff to understand needs and partner to create effective external communications.
- Assist the Development Director with donation processing, donor outreach, and event planning.
- Works closely with the finance team to ensure accurate and timely revenue reconciliation.
- Represents the organization at community and networking events.

General Functions:

- Assists with building long-term capacity for the organization and develops and implements ideas, programs, policies and procedures based on the organization's mission.

- Maintains confidentiality of sensitive subject matter.
- Works assigned schedule and exhibits regular and predictable attendance. When work outside of standard work hours is needed, flex time is granted to keep standard 32-hour schedule.
- Performs other related duties as assigned.

Qualifications:

- Bachelor's degree required. Experience in nonprofit organizations, fundraising, communications, marketing, or related fields.
- Experience handling multiple demands simultaneously and proven ability to produce high-quality, detail-oriented work.
- Strong communications skill required with the ability to effectively communicate up and down organizations as well as with external stakeholders, volunteers, and donors from various backgrounds.
- Basic computer literacy is required with functional knowledge of standard workplace tools like Microsoft Office and Google Suite
- Experience working with financial spreadsheets and managing sensitive donor information is preferred.
- Creative and design competency is desirable.
- Experience with donor CRMs is desirable.

Skills:

- Strong business acumen and understanding of corporate hierarchy, attire, deadline, and expectations.
- Manages change in a well-planned manner consistent with KCB's culture.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Great donor and relationship building skills.
- Good problem solving and conflict resolution
- Patient, friendly, compassionate, sense of humor.
- Strong project management and personal workflow skills, including ability to accept real-time feedback, manage multiple assignments and prioritize accordingly, meet timelines and deadlines, think analytically, and work independently.
- Possesses critical thinking and problem-solving skills with attention to detail.
- Communicates effectively, including sending the right message, at the right time, to the right people.
- Demonstrates flexibility when seeking solutions.

This is a 32-hour position with full-time benefits. The individual in this role will be expected to be in the office or in the field at least three days per week. The salary range for this position is \$36,000-\$40,000 annually based on experience and education.

For persons interested in the position, please send a **resume along with a statement of intent** to Aaron Fromm, Development Director at Keep Cincinnati Beautiful, at **aaron@keepcincinnatibeautiful.org**.