



AKRON  
COMMUNITY  
FOUNDATION  
ENRICHING LIVES SINCE 1955

## **Development & Marketing Assistant**

### **Position Description**

The Development & Marketing Assistant is a full-time position that will split time between the Development & Donor Engagement Department and Marketing & Communications Department, reporting to both vice presidents. This role will be responsible primarily for the administrative tasks of each department, providing backup for the organization as a whole as needed.

### **Personal Characteristics**

The Development & Marketing Assistant is a mature, organized and detail-oriented professional. This person works well in a team environment but is also a self-starter. The best candidate for the position is resourceful and a quick learner, and excels at meeting deadlines. They will be willing to look for ways to streamline duties when possible. This person will have the ability to juggle multiple projects, tactfully manage clients and vendors, and maintain highly confidential information.

### **Key Responsibilities**

#### *Development Department*

- Gift processing
- Donor correspondence
- Database management
- Maintaining event calendars
- Running reports
- Meeting preparation (creating and printing agendas, minutes and handouts, handling refreshments and room setup, etc.)
- Receptionist duties (as needed)

#### *Marketing Department*

- Track department budget/invoices
- Maintain contact/email lists
- Track and reorder print collateral

- Meeting preparation (creating and printing agendas, minutes and handouts, handling refreshments and room setup, etc.)
- Monitor and track online news clippings
- Liaise and coordinate with vendors
- Track project deadlines
- Assist with various marketing and communications projects (ex. website and social media updates) as assigned

### **Education and Experience**

- At least 3-5 years of administrative experience
- Excellent interpersonal skills
- Excellent written and verbal communication
- Self-motivation and ability to shift gears quickly and keep projects moving
- Strong Microsoft Office proficiency
- Ability to quickly learn and adapt to new programs as needed
- Experience coordinating with outside vendors preferred
- Able to lift up to 20 pounds; ability to stand, kneel, crouch, bend and reach when needed

Akron Community Foundation is an equal opportunity employer and offers competitive salaries and a comprehensive benefits package. Please send cover letter and resume with references to De Shawn Pickett at [dpickett@akroncf.org](mailto:dpickett@akroncf.org) by Friday, Dec. 17.