



AKRON
COMMUNITY
FOUNDATION
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Marketing & Communications Coordinator

Position Description

The Marketing & Communications Coordinator is a full-time position that reports to the Marketing Manager and works within a five-person department of marketing and communications professionals. They are primarily responsible for a broad range of marketing and communications activities for our seven Affiliate Funds, including but not limited to: digital communications; event communications; social media management; web management; media relations; advertising; and publications. This position will also be responsible for working with the Marketing Manager and Vice President, Marketing & Communications on event management, website maintenance, e-communications and more for the community foundation as a whole.

Personal Characteristics

The Marketing & Communications Coordinator is a mature, assertive project manager. They are extremely organized and detail oriented; can work well in a team environment but are also a self-starter. They work well with senior leaders to understand project objectives and move them forward. While they are a project manager responsible for the execution of projects and initiatives, they are also a strategic thinker with an interest in evaluation and measurement.

Key Responsibilities

- Marketing lead for Affiliate Funds including but not limited to: Bath Community Fund; Gay Community Endowment Fund; Medina County Community Fund; Medina County Women's Endowment Fund; Millennium Fund for Children; Vernon L. Odom Fund; and Women's Endowment Fund
- Development and execution of all email marketing initiatives for foundation
- Development and execution of event marketing materials for foundation
- Planning assistance and execution of foundation's media relations
- Assistance with foundation website
- Additional marketing projects on an as-needed basis

Education and Experience

- Bachelor's degree in marketing, public relations, communications or a related field

- Minimum 1-2 years of progressively responsible experience in multichannel/integrated marketing and communications and proven record of success
- Ability to manage and prioritize multiple projects and tasks efficiently and effectively
- Strong oral and written communication skills with demonstrated ability to succinctly and effectively convey complex information
- Strong editing skills
- Experience with website management preferred
- Proficient in Microsoft Office suite, Adobe Photoshop, Adobe InDesign, Google Analytics and Constant Contact with the ability to quickly learn and adapt to new technology and programs as 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 by Friday, Jan. 7.