



Fundraising and Marketing Manager Job Description

The Fundraising & Marketing Director establishes and manages the fundraising and brand development of the Foundation based on information gathered from key audiences and the Foundation's direction as determined by the Board. Communicates with our supporters and manages the special tools of the contact database, contact management and social media.

Duties:

Leads the development of an engaging and compelling brand perception of the Foundation
Organizes fundraising campaigns
Develops fund raising products
Organizes events
Writes sympathy cards
Manages the distribution of fundraising items via the Distribution Manager
Manages the e-newsletter via the E-newsletter Editor
Manages all social media via the Social Media Manager
Manages the Grant Writer
Other duties as assigned

Core Competencies:

Be proficient in: Knowing media markets and marketing strategies; understanding the not-for-profit sector; leadership skills; communication skills; teaming skills; computer skills, creative thinking, people skills, the current technology.
