



**Job Title:** Marketing & Events Coordinator

**Reports To:** Development Manager

**Compensation:** Non-Exempt Position (Hourly) \$20 - \$22 per hour

**Date:** 12/27/2018

**About the Family Resource Center Association:**

The Family Resource Center Association (FRCA) is a membership driven nonprofit organization that serves as an intermediary to key resources for our member centers. FRCA provides collaborative funding opportunities, technical assistance for strategic planning and business development, and many other benefits for our members and the community we serve. Please visit us at [www.cofamilycenters.org](http://www.cofamilycenters.org) to learn more about our work.

**About the Position:**

If you live and breathe marketing and events, we need to talk! FRCA is currently looking for an enthusiastic teammate who will be responsible for the growth of our marketing and philanthropic efforts. The **Marketing & Events Coordinator** will be creating well written and designed campaigns, planning engaging events, and ensuring that our collateral is representative of our brand. To be successful in this role, you should have hands on experience with storytelling from a donor development perspective, and be able to turn creative ideas into tangible results. If you're looking for an opportunity to showcase your talents on an amazing team, we look forward to meeting you!

**Responsibilities**

- Develop strategies and tactics to get the word out about our mission and own the implementation
- Execute donor development campaigns through a variety of channels like content creation, content curation, event management, public relations, social media, copywriting, and performance analysis
- Produce valuable and engaging content for our website and blog that attracts our stakeholders
- Have a passion and talent for planning special events together with a strengths-based team
- Build strategic relationships and partner with key industry players, agencies and vendors
- Monitor the marketing and events budget on a quarterly and annual basis with your supervisor
- Design print collateral and graphics materials for campaigns & events using Adobe Suite and style guide
- Compile analytics and interpret data to better understand and inform marketing & event strategy
- Actively participate in FRCA meetings and processes in a positive, problem solving manner
- Maintain professionalism and confidentiality in line with FRCA policies and standards
  - This description of responsibilities is not exhaustive and might include other duties as assigned

**Requirements**

- Minimum of 4 years experience in marketing and special events in a nonprofit setting is required
- Proven experience in leading marketing campaigns that engage, educate and motivate stakeholders
- Excellent written, oral and interpersonal communication skills
- Strong computer skills with Word, Excel, Outlook, PowerPoint. Raiser's Edge NXT experience is a plus!
- Experience with InDesign, Photoshop, and other Adobe Creative Suite tools.
- Comfortable working with numbers, making sense of metrics and processing figures with spreadsheets
- A sense of aesthetics and a love for great copy and witty communication
- Up-to-date with the latest trends and best practices in marketing and special events

**Work Schedule and Compensation**

FRCA is an Equal Opportunity Employer. We are dedicated to diversity and encourage all individuals to apply. The final applicant will be asked to authorize a DMV record and background check before employment is approved.

- This position is full-time, 40 hours per week, with some nights and weekend hours required.
- Flexible scheduling and telecommuting options are available after 90 days.



Family Resource Center Association  
Connecting Resources, Impacting Lives

- Employer paid parking within our downtown Denver office building.
- FRCA offers a generous benefits package after 90 days of successful employment. (Health insurance for employee with self-pay options for dependents. Generous time off for vacation, sick time and holiday leave. Company match for Simple IRA and monthly allowance for optional Aflac supplemental insurance.)
- Compensation Range: \$20.00 - \$22.00 per hour depending on experience.

To apply, please submit your cover letter, resume, and 3 professional references to [info@cofamilycenters.org](mailto:info@cofamilycenters.org) with **Marketing & Events Coordinator in the subject line**. Please include a **cover letter addressing how your specific employment experience relates to this position**. Thank you for your consideration!