



## Position Announcement Events & Marketing Manager

Bradley Angle is a dynamic social service organization offering safe shelter and supportive services to survivors of domestic violence and their children. We offer comprehensive programs focused on providing survivors with empowerment, healing, and hope. These are Emergency Services, Housing Assistance, Economic Empowerment, and culturally responsive advocacy for Black/African American and LGBTQ+ survivors.

We are accepting applications for an Events & Marketing Manager, which is a critical part of Bradley Angle's Development Team. The Manager works closely with the Development Director, plans and executes all Bradley Angle's fundraising campaigns, creates and implements Bradley Angle's marketing strategies, and increases our fundraising capabilities.

STATUS: Full-Time, 1 FTE

COMPENSATION: \$52,686.40 salary; Medical, Vision, Dental insurance; Simple IRA, EAP, generous paid time off package.

HOURS: 40 hours per week, Monday-Friday. Some special events will occur outside of standard office hours.

SUPERVISOR: Development Director

### DUTIES/RESPONSIBILITIES

#### Event/Campaign Planning (40%)

- Produce all Bradley Angle's fundraising events: managing budget, event logistics, and vendors, creating sponsorship collateral and soliciting sponsors.
- Engage, support and coordinate event planning committees and other volunteers.

#### Marketing (40%)

- Develop and execute Bradley Angle's marketing and community outreach plans.
- Create compelling content for Bradley Angle's website, blog, and social media platforms to drive user engagement and grow our brand.
- Prepare email communications, including monthly e-newsletter of announcements, program updates, agency achievements, and donor acknowledgements.

- Manage contracted graphic designers to design offline publications and collateral, including brochures, annual report, and posters/signage.

#### Administrative/Other (20%)

- Manage media files.
- Coordinate volunteer program.
- Assists with maintaining accurate donor records.
- Manage internal client events such as holiday gift drives.
- Support Development Director with additional tasks and projects as needed.

#### QUALIFICATIONS

- Undergraduate degree in a related field preferred, plus at least two years' combined experience in marketing, social media, and special events coordination. Previous nonprofit experience preferred.
- Experience with planning fundraising events.
- Strong skills with all Microsoft Office applications and Google Docs.
- Previous experience working with website builders such as WordPress, donor databases such as Little Green Light, and fundraising platforms (P2P & auctions) such as OneCause, or ability to quickly learn.
- Strong interpersonal skills with a demonstrated ability to interact with a diversity of constituents.
- Strong verbal and phone communication skills and writing abilities for literate and substantive idea development.
- Exceptional attention to detail and commitment to quality.
- Demonstrated ability to manage multiple tasks and meeting deadlines in a timely and accurate manner.

#### APPLICATION PROCESS

Please review the qualifications we are looking for and take the time to look at our website to become familiar with our team, mission and programs. We want to read cover letters and resumes from qualified candidates who take the time to respond to the specific dimensions outlined in this position announcement.

Please send your resume, cover letter, and any relevant marketing content samples and [Bradley Angle application](#) to [jobs@bradleyangle.org](mailto:jobs@bradleyangle.org). Include "Events & Marketing Manager" in the subject line. Applications will be reviewed as received. We will contact qualified candidates as applications are submitted to schedule the first round of interviews.

Bradley Angle is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.