

North Shore Community Development Coalition Marketing and Special Events Manager

North Shore Community Development Coalition invests in neighborhoods to create thriving communities. We are a dynamic, hip, fun, art-centric non-profit based in Salem, Massachusetts. Our focus is on low-income and distressed neighborhoods that we've committed to transformational and sustainable revitalization. For more information, please visit us at www.northshorecdc.org.

Description:

North Shore CDC is seeking a dynamic, independent, driven, multi-talented marketing professional who will develop, refine, implement, and coordinate all aspects of North Shore CDC's messaging for external and internal communications. This individual will also oversee a multitude of special events, including the annual Dinner and Auction held every November.

Responsibilities:

- Generate and oversee all of North Shore CDC's outward facing print and e-materials, including website, Facebook, Instagram, Twitter, press releases, brochures, and publications
- Coordinate several small scale and large scale events, including but not limited to: the Annual Dinner and Auction, the Polar Plunge, Fiesta en la Calle, Fiesta de Arte, Donor Dinners and Thank You events.
- Build meaningful relationships with followers, fans and other online community members
- Grow, refine and implement North Shore CDC's media presence, including television, radio, advertising, video, the internet, newspapers and magazines.
- Ensure database mail/email lists are accurate and current for communication with constituents
- Collaborate with staff; manage systems for the gathering and organization of stories, quotes, photos, videos, and statistics
- Manage and assist with the timely production of all mailings (print and email) including annual solicitation letters, stewardship bi-annual newsletters, annual reports, monthly e-newsletters and event invitations
- Develop annual plan for donor communications and events
- Coordinate event entertainment, including music, performers and guest speakers
- Generate check requests and coordinate vendor payments in a timely manner
- Manage and oversee events on the day of, including welcoming guests, directing event set up and take down
- Coordinate support from staff/volunteers as needed for all aspects of events including set up and clean up
- Coordinate operational logistics for events such as permitting, lay out, security and police detail

Qualifications:

- Demonstrated skills, knowledge, and experience in the design and execution of marketing, communications, and public relations activities
- Excellent writing skills and the ability to use independent judgment, and produce a quality work product within tight time restraints
- 2-5 years of nonprofit experience in marketing, journalism or related field
- Experience managing donor databases (we currently use Network for Good) and proficiency with Google Business platform
- Highly organized and attentive to detail, with the ability to juggle multiple projects
- A Bachelor's degree is required, preferably in journalism, communications, marketing, public relations, graphic design, or a related field
- Experience with WordPress
- Bilingual in Spanish a plus
- Graphic design experience - Knowledge of Adobe Suite Highly Recommended
- Flexible and adapts well to a fast pace environment
- Ability to work independently as well as part of a team
- Passion for North Shore CDC's mission

Benefits:

We offer a competitive salary that is commensurate with experience. We have a wonderful benefits package that includes health, dental and vision insurance, paid time off, paid sick days and 401k plans.

How to Apply:

Please submit a cover letter and resume to hr@northshorecdc.org

NSCDC is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, gender, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information.