

CAREER OPPORTUNITY

Title: Marketing and Operations Manager

Hours: Full Time (37.5 hours, exempt position)



Brief Description:

This position is responsible for the operational functions of the development program of CSSMV, including planning and executing fundraising events, and overseeing marketing and communication, donor database usage, and development outreach to the northern counties. Responsibilities also include supporting departmental activities in a manner that will advance CSSMV's Mission, stimulate financial support and enhance the total growth of the organization in an appropriate way.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

I. Plans, manages, coordinates, and oversees agency events

1. Initiates, plans and develops agency fundraising and promotional events in a cost-effective, and professional manner working with appropriate staff.
2. Secures and stewards volunteers who participate in the developing, planning and carrying out of events.
3. Keeps all necessary data and information documented of which resources went into events and their resulting financial outcome.
4. Works in partnership with Department Director to develop donors who are identified through event attendance or sponsorship. Position will be encouraged to develop a portfolio of donors for ongoing stewardship.

II. Manages and oversees the communications and marketing activities

1. Supports program growth and positive public awareness of the agency by overseeing the development and implementation of marketing and communications strategies.
2. Oversees the distribution of accurate and positive information to the community via production of printed materials and newsletters, social media activity, agency website, issuing of press releases, and participation in public events and speaker forums as planned and requested.
3. Oversees internal communications to staff.

III. Oversees operation and usage of donor database system, Blackbaud

1. Oversees gift entry, report development and distribution.
2. Supports Development Director to use data for all phases of stewardship activities.
3. Serves as back-up for Database Coordinator
4. Committed to maintaining current training to support maximum usage of Blackbaud system

IV. Performs special assignments and projects as needed and assigned by the Development Director

1. Completes special projects such as board reports, research, government grant support when requested by the Development Director.

Minimum Requirements:

- Bachelors degree in Journalism, Public Relations, Business, Finance or related field with five years experience
- At least five years supervisory experience
- At least five years of event planning and management experience.
- Knowledge of non-profit organizations
- Commitment to CSSMV's mission and goals and knowledge of the Catholic faith
- Ability to present agency purpose and programs to public
- Ability to fund-raise

*All interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley, 922 W. Riverview Ave., Dayton OH 45402
Or e-mail to jobs@cssmv.org Or fax to 222-6750*