



INTERNAL JOB POSTING – 06/03/22 – Open Until Filled

CAREER OPPORTUNITY

Job Title: Marketing / Public Relations
Job Type: Full Time
FLSA Status: Exempt
Location: Anderson, SC

JOB DESCRIPTION

Summary/Objective

Coordinates all fund development efforts including donations, events, and grants. Communicates with the CEO, staff, board of directors, and others to identify opportunities for support. Responsible for leading marketing strategies, communications and public relations for the agency.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the assigned and essential functions.

1. Responsible for development management such as implementing an annual development plan to include individual giving, events, grants and other fundraising efforts
2. Responsible to provide overall direction for fundraising events
3. Responsible for ensuring timely coordination of direct mail, social media, acknowledgements and database management
4. Responsible for developing and maintaining community relationships, including volunteers, in order to promote the agency
5. Responsible for developing, implementing, and leading marketing strategies, public relations, and press releases
6. Leads the publication of internal and external newsletters
7. Develops program goals and activities. Provides overall supervision and guidance to staff as necessary to reach the program goals
8. Responsible for providing and updating current information for New Foundations website and various social media networks
9. Assist in the research and development of grant opportunities
10. Other duties as assigned by supervisor

Required Education and Experience

- Bachelor's Degree in respective field, i.e., communications, public relations, marketing
- Must have considerable experience in fund development strategies and practice, as well as, communications and marketing efforts, with a proven track record in both

Additional Eligibility Qualifications

- Excellent interpersonal skills; verbal and written communication skills; excellent problem solving and decision-making skills; ability to work autonomously; group facilitation and leadership skills
- Practical knowledge of non-profit agency operations, policy, procedures, objectives and goals
- Excellent attention to details and the ability to manage multiple projects at any given time
- Ability to work in a variety of environments with people of different ages and backgrounds
- Ability to prioritize and adjust to changes in order to meet the agency needs
- Excellent ability to provide professional level services
- Must show initiative to take ownership of their role in the agency's success

2300 Standridge Road – Anderson SC 29625
(864) 225-1628
www.NewFoundationsChildren.com

- General knowledge of administrative procedures
- Proficient in computer skills specifically MS Office programs, desktop publishing, and various web-based programs

How to Apply

Please send resumes and cover letters to:

Lisa Norton, HR Manager [email](#)

May apply in person between the hours of 9am–5pm M-F or on our website at www.NewFoundationsChildren.com

Only qualified individuals being considered will be contacted for an interview.