



POSITION DESCRIPTION

Marketing, Development & Operations Coordinator

About the Role: the **Marketing, Development & Operations Coordinator** is responsible for coordinating and executing Shunpike's marketing and development efforts, as well as supporting the smooth administrative functioning of Shunpike (the organization) and the Shunpike office.

Reports To: Executive Director

Position Responsibilities: the **Marketing, Development & Operations Coordinator** is responsible for -

Marketing and Communications – Coordinates with program staff and Executive Director on marketing and communications needs; Coordinates with Executive Director to:

- create and implement social media strategy; maintain primary and satellite websites; prepare mailings, flyers and online campaigns to support programs and donor relations
- coordinate e-newsletters, maintain Shunpike and Storefronts websites and social media platforms, send out semi-regular communications to fiscally sponsored groups through MailChimp, and coordinate advertising (when utilized).
- Designs digital and print assets for a variety of messaging, branding, marketing, and advertising needs, including: social media, email, website, invitations, sponsorship packets
- Prepare and maintain printed materials such as business cards, program flyers, organizational brochures, etc.

Development Support

- accurately record and receipt all donations received, generating reports from Salesforce, sending out donor receipts and thank you letters
- maintaining a grants calendar and assisting ED with general grants management,
- generating regular donor reports for fiscally sponsored arts groups and uploading these to client portal,
- setting up Shunpike's annual online fundraising campaigns (*Spring Into Action*), annual end-of-year campaign, and assist with the planning and delivery of Shunpike's annual fundraising gala (*GOLDEN*).
- **Database Management** – maintaining accurate and complete records across Shunpike's CRM database system including, but not limited to, events, donors, vendors, and customers.

Program Support

- Assisting with the planning and delivery of Shunpike events including, but not limited to, coordinating invitations, managing RSVP's, applications and registrations as required, booking venues, arranging travel or catering.

Office & General Administrative Coordination -

- Maintaining Board and Board Committee contact lists, maintaining Board member files including recording and maintaining Board contracts, pledges and dues, maintaining Board manual, attending Board meetings and recording minutes, ensuring the timely distribution of all Board and Committee papers including agendas, minutes, reports, and any other documentation as required, and supporting Board and Committee members in the delivery of their duties as requested.
- Receiving and distributing mail, maintaining office supplies and equipment (including IT infrastructure), coordinating mail-outs, filing, overseeing the maintenance and renewal of organizational insurance, licenses, permits, leases and service contracts, researching new administrative products, equipment, consultants and/or service providers as required, collating and sending checks, and managing Shunpike's interns and volunteers.

About You: You have a Bachelor Degree or equivalent and at least 2-3 years experience in a similar role, preferably in an arts context. You were well on your way to becoming a graphic designer, but decided you want to make use of all your communications and people skills, and enjoy working with a variety of projects and events. You are personable, have a cheerful disposition, a sense of humor, and you're able to operate and respond in a rapid-fire environment while still remaining cool, calm and collected. You are an organized, multi-tasking, time-management whiz. Though a natural collaborator and loyal team player, you can manage responsibilities independently. You are self-motivated and use your creativity, tenacity and savvy to solve problems as they arise. You have an eye for detail, excellent verbal and written communication skills and a high degree of discretion and professionalism.

Preferred Skills & Experience: Working in a Mac environment, practical knowledge of Adobe InDesign, Photoshop, and Illustrator; Salesforce, Wordpress, MailChimp, Google Analytics.

Specific skills: Graphic design; experience with mobile-optimized web and email design. Videography and/or video editing a plus.

Employment Status: Full-time 40 hrs. /week. Some weekend and evening hours required.

Salary: \$32,000 per annum. 4 weeks PTO is offered annually + ORCA card + Health/Dental Benefits.

How to Apply:

Please send cover letter, resume, at least 3 graphic design samples, and 3 references to Line Sandsmark (line@shunpike.org), with "Marketing and Development Coordinator" in the subject line.

Deadline: Position open until filled. Priority given to applications received by January 1, 2017.

Shunpike is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory in regard to race, gender, religion, age, national origin, disability, veteran status or sexual orientation. People of color, LGBTQ individuals and women are encouraged to apply.