



Position: Marketing Associate

Reports To: Director, Marketing and Customer Experience

FLSA: Exempt

POSITION PURPOSE

Community Health Charities (CHC) is looking for a team oriented, creative, flexible, marketing professional to join our dynamic team as Marketing Associate. We are looking for someone skilled in marketing with the experience to manage projects from conception to completion, with a primary focus on supporting CHC's core fundraising business. Priorities and deadlines on day-to-day tasks are flexible, so the ideal candidate must be comfortable in a fast-paced, evolving, environment. The Marketing Associate will be positioned to advance within the organization and will make a meaningful difference by helping to build stronger, healthier communities and improve lives.

ESSENTIAL FUNCTIONS

- Under the supervision of the Director of Marketing and Customer Experience, execute marketing projects as requested from the overall Development Team
- Conduct research in order fulfill marketing requests (including collecting information on nonprofit partners, identifying donation impact information, obtaining advertising opportunities, etc)
- Create timelines to ensure successful completion of marketing projects
- Give direction to external vendors (graphic design, printers, web development, etc.) as appropriate
- Provide first-line quality control on marketing projects
- Write and proofread copy and marketing materials
- Manages various blast email campaigns, including template design and formatting, writing calls-to-action and content, pulling lists from our CRM, and identifying appropriate imaging.
- Provide guidance and feedback to other departments in the organization as needed
- Represent CHC at events
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM WORK

- Experience with ClickDimensions or other similar blast email platform
- Ability to handle multiple projects simultaneously and adapt to changing priorities
- Positive, dependable, energetic self-starter who works well with others
- Ability to think proactively and act independently
- Excellent computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook) are required
- Customer-oriented approach

QUALIFICATIONS

- A minimum of 2-3 years of marketing experience is preferred
- A Bachelor's degree in marketing or related field is desired
- Experience in nonprofit environments is helpful

PHYSICAL REQUIREMENTS

- Position requires the individual to sit or stand as needed
- Position may include lifting boxes up to 20 lbs
- Travel is expected within the region, with overnight travel required at times.

It is the policy of Community Health Charities to provide equal employment opportunity to all qualified individuals without regard to their race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, or any other characteristic protected by law, in all personnel actions. CHC is a forward-thinking organization and promotes from within.

All employees are required to satisfactorily perform the essential duties and responsibilities of their positions. The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.