



## **Marketing & Development Coordinator – Position Description**

### *Purpose & General Description*

The Marketing & Development Coordinator has direct contact with the public as a representative of the North Liberty Community Pantry and is an extension of our mission to engage the community in feeding and clothing our neighbors. We believe everyone has the right to be free from hunger; everyone deserves to be treated with dignity and respect; families need community support to be successful; families have the right to self-determination; the community has a role/social responsibility in providing for their members; and everyone deserves to have the option of healthy nutrition choices, along with the access to knowledge and resources to implement healthy eating.

The Marketing & Development Coordinator reports directly to the Executive Director. Additional oversight is provided by Board of Directors. As part of the NLCP team, this position will be a steward of the mission and vision of the pantry and its existence as an outreach ministry of the North Liberty First United Methodist Church.

This position is three-quarters-time working an average of 30 hours per week. Compensation for the position is competitive with similar roles with non-profit organizations working in health and human services in the State of Iowa. The annual salary is \$24,000-\$26,500. Salary is commensurate with experience and education.

### *Functions*

This position requires strong and effective communication and marketing skills with donors, clients, area businesses and the community. This role is responsible for assisting with the smooth functioning of Pantry operations and fundraising events, and oversees all multi-media aspects of NLCP.

### *Key Responsibilities*

- Understand NLCP's Mission, Vision and Values, tell our story and successes to donors, organizations and the community
- Create clear, concise visual and written content and update the organization's website, social media accounts, letters, and print material
- Produce and distribute graphics, documents and other print and digital material for internal and external audiences
- Maintain donor and client confidentiality while building relationship to increase engagement
- Work with Committees to meet Strategic Plan fundraising goals
- Support general Pantry activities

### *Preferred Qualifications*

- Experience using personal computer with intermediate skill level for word processing, data management and communication, specifically including Microsoft Word, Excel, Publisher, and Adobe Creative Cloud products

- Experience managing social media accounts
- Experience with using a website CMS, specifically WordPress
- Effective public speaking and presentation skills
- Commitment to service, comfortable making and implementing decisions to better the organization
- Strong interpersonal skills, organization, written, and verbal communication skills
- Demonstrated ability to creatively problem solve and prioritize tasks
- Knowledge of marketing tools such as Canva, InDesign, video and photo editing software
- Experience working in a non-profit social services organization
- Experience working with volunteers and as a team

#### Minimum Qualifications

- Bachelor's Degree in related field or equivalent experience
- Applicants must be able to pass a background check
- Compassion for those in need, positive attitude, and ability to maintain confidentiality
- Basic computer and technology skills

All staff positions with the North Liberty Community Pantry are employees of the North Liberty First United Methodist Church. The North Liberty First United Methodist Church is an EEO employer.

Applicants should submit a cover letter, résumé, and application to Kaila Rome at: [director@northlibertycommunitypantry.org](mailto:director@northlibertycommunitypantry.org) or mail to: **89 N Jones Blvd., North Liberty, IA 52317.**

Applications can be found on our webpage: [www.northlibertycommunitypantry.org/about-2/employment/](http://www.northlibertycommunitypantry.org/about-2/employment/)