

Marketing and Outreach Coordinator, Non-Profit in Richmond, VA

Overview

We are seeking a **Marketing and Outreach Coordinator** for our client **project: HOMES** a growing, non-profit organization that uses an all-encompassing approach to housing challenging the misconceptions of what defines affordable housing through the production and preservation of high-quality affordable homes, large-scale home repairs, and improved accessibility and energy efficiency for existing homes.

This new non-supervisory role is responsible for developing and executing comprehensive marketing strategies to enhance the organization's brand visibility and engagement. Reports to the Director of Fund Development and Mission Advancement.

Project:HOMES employs about 60 team members with a budget of approximately \$25M located in Richmond, VA (easy access on and off the Midlothian Turnpike and Chippenham Parkway.) Learn more at www.projecthomes.org. Come grow with us!

Summary of Job Responsibilities and Requirements (approx.% of time)

- Coordinates and executes organizational strategic marketing activities; refresh of the organization's marketing materials and messaging ~ 50%
- Manage communications and marketing data ~30%
- Provide support for outreach/volunteer/fundraising events by serving as the staff liaison to the Community Engagement Board, a young professionals networking and volunteer group. Will manage all aspects of outreach events, including scheduling and advertising ~20%
- Provides administrative support to advancement and leadership teams.
- Develop content for newsletters and social media in conjunction with Communications Coordinator, Grants and Compliance Coordinator, and Director of Fund Development and Mission Advancement.
- Perform other duties as assigned.

Key Qualifications, Skills, and Abilities

- Bachelor's degree in marketing, English, communications or related discipline preferred; combination of experience and education will be considered in lieu of formal education.
- Minimum of one-year administrative support experience in an office environment
- Proficient in data entry and database administration using MS Office Suite, Adobe, and/or Canva.
- Non-profit and / or housing related experience a plus.
- Effectively work in a collaborative team environment leveraging oral and written communication skills.

- Promotes and adheres to the company's mission, vision and values, policies, and applicable laws in a fair and equitable manner.
- Represents the organization in a professional manner to all clients, vendors, and internal personnel.
- Typical workdays and hours are onsite Monday through Thursday 9am to 5pm and remote on Friday.
- Successfully complete pre-employment background screening.

Competitive Salary & Benefits Package including health, dental, vision, life insurance, LTD, paid time off, and 401(k) contribution! Professional development opportunities and support. Work life balance and flex schedule opportunity with potential for some teleworking! The wage range is about \$19/hour to \$23/hour depending upon related credentials and work experience. This is an overtime pay eligible role.

Apply with your resume at <https://warrenwhitney.isolvedhire.com/jobs>. This position will remain open until filled.

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