



FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

JOB ANNOUNCEMENT **Marketing Associate**

Date Posted: August 13, 2024

Status: Full-Time, Non-Exempt

Office Location: Oakland, CA

Hours: Monday - Friday | Option to work remotely one day per week | Occasional evenings and weekends

ABOUT US

Family Support Services is a nonprofit organization that provides prevention and intervention services that support families with children. Our mission is to nurture children, youth, caregivers, and parents to keep families healthy and intact - please visit our website at www.fssba.org to learn more about our programs and services.

SUMMARY

We are seeking a dedicated Marketing Associate to join our Development Department. As the Marketing Associate, you will play a crucial role in implementing a comprehensive marketing and fundraising program. You will assist in the planning and execution of revenue generating strategies, including marketing and communications to grow Family Support Services' brand awareness, event coordination, administrative support, and development campaigns.

Reporting to the Chief Development Officer, you will also work and collaborate with the Finance Team, People Operations Team, Program Staff, and contractors. Externally, you will communicate with donors, community leaders, corporate partners, institutional funders, and public sector funding entities.

KEY RESPONSIBILITIES

Marketing & Development

- Work closely with the Chief Development Officer to create and execute marketing and development campaigns to increase FSS' brand presence
 - Lead social media efforts; assist with managing the agency website; coordinate production of print and digital assets, and direct mail and online campaigns; generate a communications calendar; perform ongoing research on marketing and fundraising principles; identify marketing opportunities; ensure brand consistency; work closely with partners to manage agency-wide campaigns (Holiday Sponsor Program and Backpack Drive)
- Manage and capture content, photos, videos, etc. to use for publications and maintain these files in the Drive
- Coordinate print production projects by working closely with vendors - get quotes; prepare files for print; process invoices; track tasks to calendar to ensure materials are printed and mailed on time

Event Coordination

- Assist with all event logistics - maintain guest lists and table assignments; prepare registration materials; work closely with venues and vendors; submit invoices and check requests; track budget and event calendar; identify and purchase event materials, signage, and decor; setup and breakdown events; and other related tasks
- Assist with sending out sponsorship packets and procuring in-kind donations;; track sponsorships and auction items; communicate with donors and sponsors as needed

Administrative and Operations Support

- Manage all administrative duties and provide support to the Chief Executive Officer, Chief Development Officer, and Board of Directors, including scheduling and preparing for meetings, taking minutes, completing expense reports, maintaining files in the Drive, and other related tasks
- Oversee maintenance of database and manage gift processing
- Generate and maintain clean mailing lists and reports using various databases
- Conduct prospect research and create profiles for donors, prospects, corporate partners, and foundations

MINIMUM QUALIFICATIONS

- Bachelor's Degree preferred or relevant work experience
- Excellent organizational, verbal, and written communication skills
- Competency with MS Office Suite and Google Drive - database experience preferred
- Familiarity with WordPress or other web content management systems
- Must be goal oriented and eager to learn marketing and fundraising principles to help achieve FSS goals
- Data and deadline driven with excellent time management skills
- Ability to work with grace under pressure and simultaneously manage multiple projects
- Ability to work collaboratively and independently as needed
- Ability to work effectively with colleagues and external partners with courtesy and tact
- Ability to embrace, support, and enhance the mission and vision of Family Support Services
- Respect for and ability to work with people from diverse backgrounds

REQUIREMENTS

- Must be able to receive clearance through fingerprint and background check
- Must be at least 21 years old, and have possession of a valid California driver's license, a clean DMV record, current automobile registration, and an insured automobile in good working condition
- Vaccination for COVID 19 required

PHYSICAL DEMANDS

- Sitting for extended periods of time
- Ability to lift up to 30 lbs and regularly ascend / descend stairs
- Regular use of phone, keyboard, mouse, and calculator

SALARY

The starting salary for this position is \$45,000 - \$50,000

APPLY

Please email your resume and cover letter to AdminHR@fssba.org. Please attach all documents in PDF format. All other file types / formats will not be considered.

Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

Family Support Services is an equal-opportunity employer.

Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, gender identity, sexual orientation, health status, or national origin.