

Gesher Disability Resources

12701 N. Scottsdale Road, Suite 205 Scottsdale, Arizona 85254-5453

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JOB DESCRIPTION

Seeking a dynamic and passionate marketing, communication and development associate to play a pivotal role in advancing the organization's mission by leading marketing and communication efforts.

JOB TITLE: Marketing, Communication and Development Associate (full-time)

DIRECT REPORT: Executive Director; Director of Programs

ESSENTIAL FUNCTIONS / RESPONSIBILITIES / DUTIES: Provide Marketing, Communication, and Development support across the organization as needed including creating marketing materials following brand guidelines for print and online uses, communicating with donors both written and verbal, producing articles for e-newsletters and letters for mailings, researching on internet, enhance Gesher's visibility.

PRIMARY RESPONSIBILITIES:

Marketing and Communication:

- Co-develop and implement a comprehensive marketing plan to promote Gesher's mission, programs, and impact to a diverse range of audiences.
- Manage the organization's online presence including: websites (main organizational site and related sites), social media platforms, and email campaigns.
- Monitor and analyze marketing performance metrics; suggest data-driven improvements to campaigns and strategies.
- Create compelling content following Gesher's brand guidelines for articles, social media posts, videos, digital flyers, and graphics to communicate Gesher's activities and achievements.
- Collaborate with Education and Program teams to promote events and agency calendar.
- Manage contractors and vendors for outsourced work including but not limited to graphic design, printing, and website.
- Other duties as requested and needed

Development:

- Participate in the planning, execution, and evaluation of fundraising campaigns and events, including appeals, online giving, and community engagement initiatives.
- Provide excellent donor care by responding to inquiries, acknowledging contributions, and keeping donors informed about the organization's activities.
- Serve as a point of contact to visitors who come to the office; answer phones as needed

SPECIALIZED SKILLS AND KNOWLEDGE:

- 2-3 years work experience in marketing, communication or development in an office
- Bachelor's degree in Marketing, Communication, Nonprofit Management or related field preferred
- Excellent organizational skills
- Detail-oriented with ability to work in fast-paced environment
- Team player who works collaboratively in small, non-profit office setting
- Strong communication skills, both verbal and written
- Ability to maintain strict confidentiality and professional demeanor
- Pro-actively anticipates marketing and communication activity requirements
- Proficient in Microsoft Suite (Word, Excel, Outlook); and Social Media (Facebook, LinkedIn)
- Experience using fundraising software, CRM systems, graphic sites and marketing tools
- Knowledge of the Jewish community or related fields a plus

COMPENSATION: Geshher Disability Resources offers a competitive salary and benefits package

WORK LOCATION: Scottsdale, Arizona and throughout the Valley as required

SCHEDULE: Full-time, must be able to work occasional weekends and evenings

REQUIREMENTS (main office is ADA compliant):
Standing, walking, repetitive motions, bending, stretching.
Ability to pass background check
Ability to work with vulnerable population

EDUCATION: College (2 or 4-year degree) preferred

EXPERIENCE: 2+ years working in an office as marketing or development team member
Experience working with individuals with special needs/their families (preferred)

SAFETY: MUST PRACTICE AND PROMOTE SAFETY AT ALL TIMES

Interested and qualified individuals may contact Geshher Disability Resources at amy@gesherdr.org.