



MARKETING AND EVENT COORDINATOR JOB ANNOUNCEMENT

TITLE	Marketing and Event Coordinator
FLSA STATUS	Non-Exempt
PAY CLASS	Full Time
REPORTS TO	Director of Partnerships and Capacity Building
LOCATION	Newport Beach, CA, Santa Ana, CA and/or Remote

Charitable Ventures seeks a skilled, dedicated Marketing and Event Coordinator to help tell the story of Charitable Ventures and our projects

Job Summary: The primary role of the Marketing and Event Coordinator is to provide marketing, branding, and communication support to the organization, its fiscally-sponsored projects, and its clients. The coordinator will play a key role in content development for the organization, including social media posts, external collateral creation and website development.

The Marketing and Event Coordinator has three core responsibilities:

- 1) Implementing a unified brand strategy for Charitable Ventures itself and several of its fiscally sponsored projects across various digital marketing platforms and through various forms of collateral
- 2) Developing and coordinating events, trainings and other gatherings
- 3) Developing and disseminating communication materials and content in support of the above

Key Qualifications

- Passion for the work of the nonprofit sector
- Strong written, verbal, and non-verbal communication skills
- Background and experience in marketing and communication
- Excellent digital awareness and strategic platform use
- Strong time management skills and ability to balance multiple projects
- Ability to work in a flexible, high-energy work environment

Experience/Education Requirements Minimum position requirements include:

- Bachelor's degree in relevant field required
- 2 years marketing experience required
- 2 years working in the nonprofit sector preferred
- 2 years event planning experience preferred
- 2 years digital platform strategy experience preferred
- Working knowledge of Microsoft Office required
- Graphic Design experience a plus
- Proficiency in WordPress a plus



Compensation Commensurate with experience, education, and market, within the range of \$20-\$25/hourly

Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays

Company Summary Charitable Ventures was launched in 2007 to encourage the growth of innovative regional nonprofits. As a nonprofit regional incubator, Charitable Ventures has fiscally sponsored more than 60 community projects and regional initiatives since inception. In 2019, Charitable Ventures anticipates sponsoring 32 active projects on track to raise between \$10 and \$12 million. In 2019, Charitable Ventures expanded its capacity building efforts for the non-profit sector via the addition of staff and resources from The Olin Group, a regional consulting firm that has been supporting nonprofit organizations since 2002.

Applications Please send cover letter and resume to HR@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity.