

Marketing Manager

The Marketing & Fund Development department at Famicos Foundation secures diversified funding to sustain the organization and is a vehicle for internal & external communications across all platforms. The department shares the work of Famicos Foundation and draws the interest of residents, community members, and external partners to build a national presence through the art of storytelling.

Famicos is looking for someone with excellent time management skills to manage marketing for Famicos' four lines of business, portfolio of multi-family rental properties, for-sale properties, three service neighborhoods, and the organization itself.

Key Responsibilities:

- Responsible for digital and print marketing, including branding, photography, videography, and graphic design
- Manages the Famicos website and manages the three neighborhood websites
- Manages social media accounts for Famicos, developing content and preparing monthly analytics reports
- Responsible for the creation of the Annual Report, the quarterly newsletter, and other printed publications
- Manages Famicos monthly blog and podcast
- Writes press releases, arranges interviews, and maintains a list of media contacts
- Maintains stock of branded materials and marketing assets for all programs & services
- Plans and executes the Annual Meeting, assists with the Annual Fundraiser
- Submits estimates and invoices for marketing costs, tracks expenses
- Works with other departments to create marketing campaigns, reports on analytics of campaigns, and adjusts as necessary to achieve goals
- Creates timely updates and solicitations to individual donors, ensuring mailing lists are complete and up to date

Requirements:

- BA in Marketing, Communications, or a related field
- Minimum three years' experience in a related field
- Must have high proficiency in Adobe InDesign or Illustrator
- Must have vehicle, insurance, driver's license
- Ability to manage and prioritize multiple projects and deadlines
- Ability to work independently and in a team

To apply, please send resume and three samples of graphic design or videos created by you to: Dea Walker, HR Manager at dwalker@famicos.org

Position is full-time, with competitive benefits package, on-site at our head office in Cleveland.