



Marketing Manager

JOB DESCRIPTION

Community Health Charities (CHC), a progressive, team oriented, mission driven organization, is seeking a purpose driven communications/marketing professional to join our dynamic team as **Marketing Manager**. The **Marketing Manager** will make a meaningful difference by helping to build stronger, healthier communities and improve lives. We are looking for a manager of people and projects, who is also skilled in communications. The Marketing Manager will be positioned to advance within the organization.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist Chief Marketing Officer in supervising marketing staff and day-to-day operations.
- Manage project and production process, solicit feedback, consolidate and prioritize revisions, and work with stakeholders to secure approvals and complete projects.
- Manage external vendors and consultants, as appropriate.
- Serve as lead in managing team workflow.
- Provide quality control on marketing projects.
- Assist in developing and maintaining Marketing Plan and Content Calendar.
- Write website copy, blog posts, newsletter articles, and marketing materials.
- Proofread, edit, and draft communications.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM WORK

- Writing and communication
- Relationship management/interpersonal
- Project management/organizational
- Computer (Microsoft Office, etc.), project management tools (asana, slack, basecamp, etc.) helpful
- Experience with fundraising and nonprofits helpful; ad agency and PR background helpful

EDUCATION REQUIRED

- BS/BA degree in Marketing or related field required
- Demonstrable experience in Marketing with the potential and attitude required to obtain new skills
- Must be a strong writer and verbal communicator with exceptional interpersonal and organizational skills
- Experience in healthcare and/or nonprofit sectors desired

It is the policy of Community Health Charities to provide equal employment opportunity to all qualified individuals without regard to their race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, or any other characteristic protected by law, in all personnel actions. CHC is a forward thinking organization and promotes from within.

All employees are required to satisfactorily perform the essential duties and responsibilities of their positions. The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

