

Job Posting

Development and Marketing Manager

EPIC – Every Person Influences Children is a non-profit agency that provides parenting, youth services, family engagement and professional development to families, schools and communities in an effort to help them raise children to be responsible and successful adults.

We are looking for a part-time (20 hours) Development and Marketing Manager to provide strategic oversight to organizational development efforts, including program and non-program funding, as well as marketing efforts which lead to program and agency growth. Duties for this position include: managing an annual appeal, three-four annual events, donor relations, grant and sponsorship applications and reporting, developing and updating marketing materials and annual report.

EPIC offers competitive wages and benefits, in addition to a fun, family-friendly atmosphere. If you want to work hard, be a part of team that feels like family, and make a positive impact on our community, this might be a good fit for you.

We require that you have a Bachelor's degree in marketing, communications, English, human services or related field; two years' experience in a development or marketing position; CRM database experience; strong customer service skills; excellent communication and organizational skills; Microsoft Office and computer experience; must be self-directed, with the ability to work well in a team atmosphere; and have a strong attention to detail.

Preferred Qualifications: Master's Degree, and Salesforce experience.

If you believe in EPIC's mission, have the above qualifications and are interested in this position, please send a cover letter with your resume to the HR Department at hr@epicforchildren.org. Please note that submissions without a cover letter will not be considered.

EOE

No phone calls please!