



**Job Description Title:
Marketing & Development Assistant (Part-Time 10-15 Hrs/Week)**

Supervisor: Executive Director

Job Summary: Help increase visibility of Impact Services and continue to build the public face of the organization. Provide assistance to the Executive Director to build the organizational capacity by increasing the public awareness of, and participation in, Impact Services' mission and programs. Help communicate Impact Services' value and contributions to the community, to potential donors and other stakeholders.

Duties:

- **Development Strategies.** In consultation with the Executive Director and the advisory council, help research, formulate, and coordinate execution of Impact Services' development strategy.
- **Special Events:** As directed by the Executive Director, coordinate parts of Impact Services' various fundraising events, including Golf Tournament, Dessert First, etc.
- **Social Media:** With support from the Executive Director and other stakeholders, maintain and post relevant materials to various social media accounts managed by Impact Services.
- **Partnership Building.** As directed by the Executive Director, work with area chambers, businesses, faith communities, schools and other organization to create effective collaborative opportunities.
- Other duties as assigned.

Qualifications:

- At least 1-2 years of professional level experience including marketing and development experience.
- Basic project-organization skills. Ability to achieve results with moderate supervision.
- Excellent attention to detail.
- Experience successfully interacting with key stakeholders.
- Ability to collaborate to achieve results.
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion. Strong organizational skills required.
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices.
- Strong verbal and written communication skills.
- Entrepreneurial spirit and skill set essential.
- Bachelor's degree (or equivalent years of experience) required; degree in communications, marketing or public relations a plus
- Must have valid Driver's License, vehicle and current insurance

Please submit resume to steve@impactservicesmn.org. No phone call inquiries. Position open until filled.