



4010 Executive Park Drive
Suite 320
Cincinnati, OH 45241
grantushope.org

Ohio, Southeast Indiana and
Northern Kentucky Provider of:

MARKETING/COMMUNICATIONS COORDINATOR

Job Description

ABOUT GRANT US HOPE:

Grant Us Hope's mission is to transform the conversation on youth suicide prevention and bridge local service gaps through collaborative, evidence-based research, education and programs. GUH works to prevent suicide by educating, engaging and empowering young people to accelerate capacity around mental health and suicide prevention, ultimately changing the culture of schools. Our signature program, Hope Squad, is a peer-to-peer suicide prevention program that not only changes the conversation around youth mental health and suicide prevention, but works to eliminate societal stigma and raise awareness around these two critical issues.

POSITION SUMMARY:

The Marketing/Communications Coordinator connects both current and potential donors with the Grant Us Hope Mission and Vision. This role works collaboratively with the Senior Leadership Team to create a multi-year funding approach to support the work of Grant Us Hope. Responsibilities include coordinating and executing special events, cultivating relationships with current/potential donors, coordination and maintenance of all social media platforms, and the design and execution of various communication strategies to stay connected with partners and donors throughout the year.

REQUIRED EDUCATION/EXPERIENCE:

- Degree minimum: Bachelor's in Marketing, Public Relations, Sales or related field preferred
- Experience/Skills: Experience with fundraising and/or customer relations

POSITION PARAMETERS:

- Professional
- FLSA status: Non-Exempt
- Full Time (40 hours per week)
- Will involve some evenings and weekends as needed

REPORTS TO:

- Vice President of Development

JOB RESPONSIBILITIES:

Event Coordination

- Provide administrative support for special events including data management, mailings, marketing, and other communication initiatives;
- Volunteer coordination;
- Event logistic support;
- Sponsorship/in-kind donation solicitation.

Communications

- Assist with external communications including, but not limited to, e-blasts, donor letters, newsletters, grant reporting;
- Design and publish basic marketing pieces to help increase community visibility and program promotion.

Data Management

- Manage and maintain donor database (Salesforce) to include basic donor information, donations, and donor acknowledgements;
- Utilize Salesforce to pull reports, mailing lists, and donor records to assist in fundraising efforts such as individual asks, mailings and grant writing.

Key Skills

- Strong attention to detail and organizational skills;
- Exceptional written/oral communication skills;
- Excellent computer/technology skills;
- Strong work ethic and will work until the job is complete;
- Self-starter;
- Excellent interpersonal skills with the ability to build relationships among staff, clients and donors;
- Multi-task efficiency while managing a high-volume workload in a fast-paced, changing environment;
- Committed to continuous learning and process improvement;
- Demonstrated ability to see the big picture to provide useful insight across the organization;
- Previous nonprofit marketing/fundraising experience;
- Previous database/CRM experience (Salesforce preferred).

Position Details:

- Compensation: Commensurate with education and experience
- Benefits: Medical and dental insurance (available 30 days after employment)
- Paid Holidays: 9
- Schedule: Monday through Friday, some evenings and weekends are required
- Work Location: Sharonville, OH

Grant Us Hope is an Equal Opportunity Employer.