



TITLE: Marketing Coordinator
LOCATION: Washington, DC
REPORTS TO: Director of Marketing & Membership
TYPE: Full-Time, Exempt

Organization Overview: Exponent Philanthropy is a membership association dedicated to serving foundations with few or no staff, philanthropic families, and individual donors. Our members operate leanly and practice philanthropy motivated by personal passion, community needs, and the strong desire for better outcomes. Exponent Philanthropy provides high-quality and cost-effective programs, resources, and connections that maximize our members' dollars and time for the benefit of a variety of diverse communities and causes.

Our organization is defined by our warm and welcoming culture, based on the following principals: relationships come first, one size does not fit all, learning is a life long journey, quality is essential, and inspiration from the collective impact of our members. Our staff are highly collegial, ethical, bright, and customer service oriented individuals with a commitment to quality work.

Position Overview: The Marketing Coordinator will join the rest of the membership and marketing team in achieving our goals to grow our membership and engage our audiences through various marketing channels. The Marketing Coordinator will gain hands-on experience and have an opportunity to grow his or her marketing skills in developing comprehensive marketing campaigns, lead generation, project management, marketing automation, and production.

Responsibilities Include:

- Assisting in the planning and execution of marketing campaigns
- Preparing and executing e-mail communications
- Managing an organization-wide marketing and communications calendar
- Assisting in the development and implementation of automated marketing campaigns
- Coordinating in-house production of publications and direct mail pieces
- Maintaining digital communications channels (web, email, and social channels) and reporting on key metrics related to each
- Working with outside vendors for design, print, and mail services

Requirements include: a bachelor's degree with concentration in marketing or communications; or an equivalent combination of education and experience; and, a minimum of three (3) years marketing/production experience. Association or philanthropy experience is a plus



Additional requirements include: strong computer skills with a proficiency in Microsoft Office Suite, Adobe Design Suite, and basic knowledge of HTML coding and Web page formatting. Must be detail-oriented and demonstrate excellent organizational abilities, communications, production, project management, and interpersonal skills with multi-tasking ability. Must have the ability to work in a collaborative environment and maintain a high level of quality control. Effective customer service skills including the ability to interact positively with staff at all levels is must.

To Apply For Position: Interested parties should email cover letter, resume and salary expectations to hr@exponentphilanthropy.org and include "Marketing Coordinator" in the email subject line. Applications will be accepted until the position is filled.

Exponent Philanthropy is an equal employment opportunity employer. Our organization recruits, hires, trains, and promotes persons in all job titles without regard to race, color, religion, national origin, sexual orientation, marital status, personal appearance, familial status, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, gender or age (except where gender or age is a bona-fide occupational qualification, as defined by law), genetic information, or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law).