



## Marketing Associate

The Marketing Associate is responsible for providing creative detail orientated marketing and graphic support to all departments of Forty Carrots Family Center. The Marketing Associate works under the direct supervision of the Development Director and is expected to use Forty Carrots Family Center's mission, values, vision, philosophy, and goals as the basis for all interactions with constituents as well as follow all policies and procedures as outlined in the Forty Carrots Family Center Staff Handbook and Policies & Procedures Manual.

In addition, the Marketing Associate is expected to ensure that the branding of Forty Carrots, both in text and design is consistent and adhered to, in order to support and strengthen the organizational profile in the community. The candidate must be proficient in Microsoft Office, Adobe Creative Suite preferred, familiar with coding and have proven experience in social media marketing. The candidate must also have the ability to work independently in a fast paced environment, while being part of a close knit team.

Specific duties include, but are not limited to the following:

- Provide marketing, communications and graphic support to all Directors, Donor Relations Manager and outside consultants and vendors, as needed and as guided by the Director of Development
- Create and update brochures, flyers, annual reports, e-blasts, event materials, and other communication tools for the organization
- Serve as in house technical support and work with outside contractor to update website
- Maintain master calendar on the server and online calendar
- Update community calendars, media contacts and submit media ads to ensure timely listings of Forty Carrots programs and events
- Support all organizational events with ads, sponsor documents, tracking sponsorship recognition, signage, collaterals, auction photographs, program books, promotional item purchasing, assisting with registration and other event duties as needed.
- Ensure that grant publicity is executed and materials for grant reports are in order for presentation to funders
- Assist in Data entry Facebook posts, other social media postings as well
- Website maintenance, updates and edits as needed
- Assist in donor cultivation through holiday postcards, thank you notes and other tools
- Maintain and expand photo gallery for use in communications and collaterals. Perform other duties and responsibilities as requested

Status: Exempt from Overtime

### Physical Demands of the Job:

The job of Marketing Associate requires manual dexterity and the ability to: see, hear, speak, move and react quickly, sit comfortably on the floor, walk, stand, balance and lift or carry up to 30 lbs. Reasonable accommodations, which do not create hardship for the employer, may be made to enable qualified applicants and employees with known disabilities to perform the essential functions of the job.

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Employee Signature

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Date