Advancement & Digital Marketing Associate

We are looking for a superstar to join our small, but mighty team of talented professionals dedicated to helping those living with epilepsy. We are seeking a bright, energetic, responsible person with a keen attention-to-detail, who has the confidence to communicate clearly and directly, who understands that working in a small environment means sometimes priorities can change quickly and many hats are often worn to reach the organization’s goals.

You seek a supportive environment with great mentors as you grow in your non-profit career. You appreciate clear communication and take pride in your assignments. You can work independently and in a team environment, take direction, accept positive feedback and multi-task.

We offer a hybrid work environment where you will be two days per week in the office, or more if you prefer. We will provide you with the tools you need to be successful and grow in your job, including professional development and mentoring. Some weeks are busier than others - we work hard but also understand that work/life balance is important for us all and embrace that philosophy.

You will report to the Director of Philanthropy and External Relations, but also work closely with the CEO, Accounting & Admin Manager and our Programming Team.

**JOB DUTIES:**

**Advancement/Development (55% of time)**

- Assist in the planning and implementation of EFSDC’s fundraising efforts including major gifts, individual giving, planned giving, special events, foundation grants and corporate sponsorships.
- We produce four main fundraising and outreach/cultivation events of varying sizes each year, including the Gingerbread City Gala, Sharon’s Ride.Run.Walk and Epilepsy Education Conference. The successful candidate will eventually “own” these events and work closely with committees to bring them to life each year.
- Help create innovative strategies for securing new and untapped resources.
- Perform a variety of administrative duties to support fundraising, donor stewardship, annual giving program, online giving and relationships with corporate partners.
- Maintain donor and prospect notes in Salesforce software.
- Ensure all donors are properly recognized through appropriate acknowledgment, including but not limited to drafting and processing thank you letters.
- Gradually develop working relationships with donors, board members and volunteers.
- Assist with special projects, as needed.
- Help maintain inventory of supplies and manage the storage room.
Marketing & Communications (25% of time)

- Work with the leadership team and media consultant to create a comprehensive program to meet EFSDC’s marketing and communications goals.
- Promote events, news and programs through multimedia marketing platforms (i.e., social media, newsletters, print collateral, etc.).
- Maintain e-marketing platform, to include managing distribution of e-blasts, update contact lists and download reports.
- Maintain and update EFSDC’s social media profiles and digital presence, including Facebook, Twitter, Instagram, YouTube, LinkedIn and additional channels that may be relevant.
- Maintain, publish and share content to EFSDC’s website, including news posts, event photos, success stories and educational videos.
- Review print and email marketing drafts for clarity, spelling and grammar.

Volunteer and Intern Program Recruitment & Management (20% of time)

- Identify, recruit, set expectations for, thank and steward volunteers.
- Help grow our internship program and manage one intern per semester, plus summer.

Requirements for this position include:

- Excellent writing, editing and general communication skills.
- Proficiency with Salesforce, Canva, Microsoft Office Suite and Adobe, as well as social media platforms.
- Excellent interpersonal communication skills, including with colleagues, donors and stakeholders.
- Ability to work independently, think strategically and overcome challenges.
- Ability to recognize and handle confidential information with a high degree of discretion.
- Ability to work in a collaborative environment.
- Excellent time management skills and the ability to multi-task successfully.
- Capable of lifting objects up to 30 pounds.
- Bachelor’s Degree required.

The ideal candidate will bring:

- 3-5 years minimum experience in a development/fundraising, marketing or membership department within a non-profit organization.
- Excitement about the organization’s mission, and ability to communicate the mission and values to external and internal audiences.
- Experience with e-marketing software.
- Experience with Salesforce software or other CRM.
- Valid driver’s license, insurance and access to reliable transportation.
- Candidate should be based in the San Diego area.

What we offer:

Epilepsy Foundation of San Diego County offers a positive work environment including a central office location and supportive work culture that values teamwork and collaboration.

Benefits include a generous paid vacation and holiday schedule, health, dental and vision insurance, and a 401K plan. This position is full time with occasional nights and weekends. Salary range: $52,000 – 58,000 per year, plus benefits, depending upon level of experience.
WHO WE ARE:
The Epilepsy Foundation of San Diego (EFSDC) leads the fight to overcome the challenges of living with epilepsy and to accelerate therapies to stop seizures, find cures and save lives. EFSDC provides all programs and services free of charge, including counseling, career development, advocacy information and referrals, as well as support groups for individuals, caregivers and families, and summer camps for children and teens.

We are proud to be an equal opportunity workplace for all. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law. For the safety of employees, we maintain strict compliance with all applicable public health orders.

HOW TO APPLY:
Does EFSDC sound like a great fit for you and your professional goals? We’d love to hear from interested and fully qualified candidates! Please email a resume, brief cover letter that explains why you are a great fit for this role and two professional writing samples to ingrid@epilepsysandiego.org. Please include “Advancement & Digital Marketing Associate” in the subject line. Due to the volume of responses, phone inquiries will not be accepted.