



Job Title: Marketing and Communications Specialist

Reports To: Executive Director

Hourly Rate: \$20-\$22/hr D.O.E.

Exempt? No

Benefits: Paid-Time-Off (PTO) and 10 Paid Holidays

Type of Position: Part time employment, 25 hours per week. The Issaquah Schools Foundation is a non-profit, 501(c)3 organization. We are year-round and do not follow all School District holidays or schedules. There is some flexibility, however, you must be available to work between the hours of 9 a.m. and 3 p.m. and occasional evenings and weekends.

Who we are and why this role

The mission of the Issaquah Schools Foundation, in partnership with the Issaquah School District, drives resources to help students reach the promise of their potential. We deliver on this mission by raising private support for school-based and community collaborative programs that address the needs of the 'whole child.' The Marketing and Communication Specialist (MCS) plays a vital role in crafting and delivering our messaging that inspires donors and volunteers to help us advance our mission.

To that, the MCS is the brand ambassador and primary communications channel for the Foundation. This position grows and strengthens the Foundation's print, online and social media presence with donors and the Issaquah School District community. The ideal candidate is a highly motivated, creative individual and exceptional communicator who can work independently and with teams. We are a collaborative environment; and as a member of the team, the MCS will report directly to the Executive Director, and work with the Director of Development, Director of Programs and Board of Trustees' Resource Development Committee to create and execute the Foundation's marketing and communications plans.

Current Scope

The Issaquah Schools Foundation has 4,000 plus donors and communicates its message to over 13,000 District households, 1,000 District staff, corporate/foundation donors and sponsors, as well as residents of Issaquah, Sammamish, Bellevue, Renton and Newcastle. Capturing the attention of these audiences and engaging them in our mission is critical to our continued growth. We communicate via print media, online, video and social media. The MCS will enhance communications and maintain a consistent social media presence to ensure brand consistency across programs and provide project support for fundraising and special events.

Position Responsibilities

1. Manage the Foundation brand and create/execute on communication strategies in support of furthering our mission.
2. Ensure brand consistency across all avenues of communication and foundation programs.



3. Support Executive Director and Director of Development in forming marketing strategies as part of annual planning process.
4. Work collaboratively with program and development staff to provide graphic design and communications support.
5. Produce monthly email newsletter and District/School Ambassador communications.
6. Coordinate print projects with vendors.
7. Create and update campaign and event materials.
8. Create and produce bi-annual donor newsletter.
9. Develop and curate social media engagement strategies including writing and planning social media communications.
10. Document Foundation funded programs through photography and video.
11. Develop working relationship with local media and submit news stories.
12. Attend and contribute to all staff meetings.
13. As determined, attend monthly Board of Trustee meetings.
14. Actively participate as a positive member of the Foundation team.
15. Manage a Marketing Communications Coordinator (who will be responsible for editing and scheduling social media, e-news, emails and updating website content).
16. May supervise student interns, vendors and/ or contractors as needed.

Position Requirements

- Bachelor's degree - marketing, communications or public relations
- A minimum of 5 years' experience in a marketing environment
- Non-profit or education fundraising experience desired
- Graphic design experience desired
- Familiar with Adobe Creative Suite (InDesign, Illustrator, Photoshop, Dreamweaver, Fireworks)
- Backend website design/maintenance experience
- Email marketing (Constant Contact) experience desired
- Social Media marketing (Facebook, Twitter, Instagram) experience desired
- Strong interpersonal, written and verbal communication skills
- Exceptional organizational and time management skills; ability to take initiative, manage multiple tasks simultaneously, prioritize effectively and meet deadlines
- Ability to work independently and as a member of a team
- Ability to present information concisely and effectively, both verbally and in writing
- Creative and resourceful
- Detail oriented
- Self-directed learner
- Strong familiarity with Issaquah School District Community
- Sense of humor

To apply for this position, please email resume, cover letter, writing sample to hr@isfdn.org. All submissions will be acknowledged. First review of applications will be week of April 1st. Position is open until filled.

The Issaquah Schools Foundation is an equal opportunity employer, dedicated to building a workforce that reflects the diversity of the communities it serves. Applications are encouraged from all qualified individuals without regard to race, ethnicity, gender, sexual orientation, religion or national origin.