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| **Vision**  To create limitless opportunities that inspire our students on their personal path to success. | **Mission**  The Issaquah Schools Foundation drives resources to help students reach the promise of their potential in partnership with the Issaquah School District. | **Core Values**  We put students’ needs first, focusing on the whole child  We create opportunity  We collaborate with our partners  We seek innovation  We focus on results  We respect and build relationships with our donors. |

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| **Job Title: Marketing & Communications Specialist**  **Report To:** Executive Director  **Position Type:** Part-Time, 25 hours/week, some remote work allowed. Tuesdays & Thursdays required in office.  **Work Hours:** Monday-Friday 9:30a-1:30p. Some occasional evenings and/or weekends.  **Hourly Rate:** $26.00/hour, $50/month cell phone allowance  **Compensation Paid:** Monthly  **Performance Review:** Annually  **Exempt?** No  **Benefits:** Paid-Time-Off (PTO), up to 11 Paid Holidays, 2 Paid Personal Days/year  The Issaquah Schools Foundation is a non-profit, 501(c)3 organization. The Foundation operates year-round and does not follow the Issaquah School District calendar holidays or vacation schedules. | |  | |
| **Who are we 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. The Foundation delivers on this mission by raising private support for school-based and community collaborative programs that address the needs of the ‘whole child.’ The Marketing & Communications Specialist plays a vital role in crafting and delivering our messaging that inspires donors and volunteers to help us advance our mission.  This position 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. As a highly motivated, creative individual and exceptional communicator, you work independently and with teams. The Foundation provides a collaborative environment; and as a member of the team, this position will report directly to the Executive Director. You also work closely with all Foundation Staff and collaborate with various Board Trustee Committees including and not limited to the Resource Development Committee, Corporate Advisory Committee, Marketing Advisory Committee, and other industry professionals 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 15,000 District households, 1,300 District staff, corporate and individual donors, and sponsors, as well as residents of Issaquah, Sammamish, Bellevue, Renton, and Newcastle. Capturing the attention of these audiences and engaging them in the Foundation’s mission is critical to continued growth. This job scope includes oversight for all channels and platforms of communication including print media, online, video, digital and social media. You 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 communication strategies in support of furthering our mission. 2. Ensure brand consistency across all avenues of communication and Foundation programs. 3. Support Executive Director, Development Team, Resource Development and Marketing Advisory Committees in forming marketing strategies as part of the annual planning process. 4. Assist in the budgeting process and development of an annual Marketing Plan. 5. Work collaboratively with program and development staff to provide graphic design and communications support. 6. Produce monthly newsletters and District/School Ambassador communications. 7. Coordinate print, video, social media & digital projects with vendors. 8. Create and update campaigns and event materials. 9. Create and produce an annual impact report for donors. 10. Develop and curate social media engagement strategies including writing and planning social media communications. 11. Document Foundation funded programs through photography and video. 12. Develop working relationships with local media and submit news stories. 13. Attending and contributing to all staff meetings. 14. As determined, attend monthly Board of Trustee meetings. 15. Actively participate as a positive member of the Foundation team. 16. Create, compose written copy, editing, proofing, and scheduling social media, e-news, emails and updating website content. 17. Assist in supervising student interns, vendors and/ or contractors as needed. 18. Create and maintain Foundation website to ensure updated information and effective operation. 19. Monitor, prepare, and submit Monthly Marketing Analytics Report to Executive Director.   **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 required * Familiar with Adobe Creative Suite (InDesign, Illustrator, Photoshop, Dreamweaver, Fireworks) * Backend website design/maintenance experience, Zipline and Word Press experience * Email marketing (Constant Contact) experience and proficiency * Digital & Social Media marketing experience (Facebook, Twitter, Instagram) * Strong presentation, interpersonal, and verbal communication skills * Must have strong writing skills critical to creating effective content for all marketing materials, social and digital media channels * 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 * Creative, resourceful, detail oriented, self-directed learner, with a sense of humor * Flexibility, adaptability, and open-mindedness to embrace innovative ideas * Energetic and responsive to promote awareness of the Foundation through social & digital media | |  | |
|  | The Foundation is committed to the policy of equal opportunity in employment. It is our policy to recruit and employ qualified persons based on merit without regard to race, color, religion, national origin, sex, age, ancestry, marital status, sexual orientation, disability, military or veteran status, or any other protected class as set forth under applicable state and federal civil rights laws. Employment decisions will be based on the individual’s qualifications to perform the job. This policy of nondiscrimination applies to employment, training, compensation, promotion, transfer, social and recreational programs, and all other conditions of employment.  It is the policy of the Foundation to adhere to the following:   * Follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, national origin, sex, age, ancestry, marital status, sexual orientation, disability, military or veteran status, or any other protected class. * Make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to perform the major functions of the job. * Thoroughly investigate instances of alleged discrimination and take corrective action if warranted. |  |  |
|  | The Issaquah Schools Foundation is an equal opportunity employer, dedicated to building a workforce that reflects the diversity of the communities it serves. |  |  |