



**Position:**    MARKETING ASSOCIATE

**Description of Position:**

The Marketing Associate is responsible for supporting and advancing the execution of the Foundation's marketing and communications strategy. Working closely with the Chief Marketing Officer (CMO), this role assists with planning, coordination, and implementation of high-impact marketing, communications, public relations, and special events that promote the Foundation, including Old Bill's Fun Run, Initiatives, and Grants and Programs, and operating within the Foundation's established policies and procedures.

The Marketing Associate helps implement communications that support programs, nonprofit outreach, and donor relations through consistent messaging, brand awareness, and community engagement, and exercises independent judgment on assigned projects and communications

**Reports To:**    Chief Marketing Officer

**FLSA status:** Exempt

**Duties and Responsibilities:**

➤ **Communications & Marketing Execution**

- Support the execution of the Foundation's overall marketing and communications strategy to strengthen brand recognition and community awareness.
- Assist with ensuring brand standards across communications channels align with consistent messaging and visual identity.
- Support implementation of the annual Old Bill's Fun Run advertising and outreach campaign.
- Draft and coordinate content for announcements, donor communications, and campaign materials, making substantive decisions to align tone, framing, and audience with Foundation standards.
- Update website content to ensure accuracy, relevance, and alignment with Foundation priorities and recommend content improvements to advance strategic goals.
- Assist with development and maintenance of marketing collateral, including brochures, handouts, and digital assets.
- Support social media efforts social media including content creation, scheduling, and monitoring engagement.

➤ **Donor Outreach & Public Relations Support**

- Assist the Chief Marketing Officer with donor and fundholder communications, including newsletters, cards, and other collateral, as needed.

- Assist with preparation and distribution of communications related to fundraising efforts, events, and Board updates.
- Support media relations efforts, including drafting press releases and tracking coverage, under the direction of the CMO.

#### ➤ Events & Collaboration

- Provide communications and logistical support for special events, including Old Bill's Fun Run and other Foundation events.
- Coordinate with designers, printers, consultants, and vendors to support marketing deliverables, serving as the primary point of contact for assigned projects
- Manage timelines and workflows for assigned marketing projects to ensure deadlines are met.

#### ➤ Other

- Work collaboratively with Foundation staff to support organizational goals and priorities.
- Serve as a professional and positive representative of the Foundation.
- Support the Board and staff in achieving the overall goals and objectives of the Foundation.
- Participate in meetings as needed and contribute recommendations on marketing and communications strategy.
- Perform other duties as assigned and as needed to support the Foundation's work

#### Qualifications

- 3+ years of experience in marketing, communications, or a related field.
- Capacity to exercise growing professional judgment on communications, messaging, and project priorities in close collaboration with the CMO. Strong written and verbal communication skills with attention to detail.
- Experience creating and managing content across email, social media, website, and print.
- Knowledge of social media and email applications (such as Instagram, Facebook, and email marketing platforms).
- Knowledge of and/or ability to learn nonprofit and website management software.
- Strong organizational skills, including the ability to prioritize, independently manage, and deliver on multiple projects.
- Competency in Microsoft Office products (Word, Excel & PowerPoint) and Outlook.
- Ability to work cooperatively with colleagues, supervisors, volunteers, grantees, and donors.
- High ethical standards and professional conduct.
- Commitment to the mission and work of the Community Foundation of Jackson Hole.
- Knowledge of the Jackson Hole nonprofit and philanthropic community is a plus.

#### Key Competencies

You bring integrity, adaptability, and a collaborative spirit to your work. You communicate clearly, think critically, and take initiative while respecting and valuing diverse perspectives. If you're stepping into a leadership role, you also foster trust, support and develop others, manage for performance, and think strategically to advance the Foundation's mission and long-term impact.

## Values:

The Community Foundation of Jackson Hole is a values-driven organization. Our work and our culture are driven by our core values:

- **Community:** We foster authentic relationships built on integrity, mutual respect, and inclusivity. We are committed to meeting the evolving needs of our community to sustain a vibrant Jackson Hole.
- **Collaboration:** Together we approach every experience and partnership as an opportunity to learn and invest in each other. We nurture a collaborative and safe environment for all to encourage meaningful change.
- **Connection:** We believe in connecting generosity with opportunity. To build a bridge from passion to purpose. We lead by understanding needs first, then by action and innovation so that cause can meet contribution.
- **Compassion:** We offer trust and compassion. We support the unique value, circumstances, and perspectives of individuals and organizations. We are mindful of our influence.
- **Curiosity:** We open our minds to possibility. In everything we do, we are active listeners, seeking understanding so that we can improve and adapt to new ideas.

## The Environment:

The Community Foundation of Jackson Hole has a mission of improving lives through philanthropic leadership. This includes acting as a leader, catalyst, and resource for our community. We make grants, provide excellent donor services, and ensure the sustainability of our philanthropic community. We do these things well because we listen hard to our community. We have committed to opening our minds to possibility. Our team is smart and flexible but that is not as important to us as our desire to create a supportive environment where we can make meaningful change. We talk things through and then we innovate and take action. We believe in integrity, mutual respect, and inclusivity. If this resonates, we've been waiting for you.

Starting pay: \$70,000 annually

## To Apply

Submit the following to [careers@cfjacksonhole.org](mailto:careers@cfjacksonhole.org) by Sunday, March 8<sup>th</sup>

1. a cover letter outlining why you're a great fit for the role
2. your resume
3. three professional references, including at least one direct supervisor (*references will not be contacted until advanced stages of the interview process*)