



Marketing Coordinator – 20 hours/month, \$20-25/hour

Position Summary

The Marketing Coordinator is a new role for the Yolo Community Foundation (YCF) and will be integral to the Foundation's ongoing efforts to significantly grow the organization, including its visibility in our community. The Coordinator will participate in the development of YCF's marketing plan, as well as execute the majority of its marketing activities. This position will report to the Executive Director. The Marketing Coordinator is a remote, part-time (20 hours/month) position with flexible hours.

Key responsibilities include:

- Draft and send out press releases.
- Develop social media calendar; draft and manage social media posts.
- Work with developer to update and maintain website.
- Write email marketing content including newsletters, announcements, and other information.
- Draft presentations and other communications pieces such as the year-end report, research findings, donor updates, and other donor stewardship communications.
- Support stakeholder engagement and outreach (identifying speaking/writing opportunities, etc.).
- Track and execute marketing benefits for sponsors.

The ideal candidate will possess the following experience, skills, and personal attributes:

- 2+ years of experience working in marketing or a strong academic foundation in the field.
- Have excellent written and verbal communications skills, including a proven ability to draft marketing materials.
- Be familiar with MailChimp and Canva or be enthusiastic about building a solid understanding of such tools.
- Proficiency in MS Word, Excel, and PowerPoint, and a willingness to learn and use new technology as needed.
- Understanding of social media marketing (Facebook, Instagram, LinkedIn).
- Possess good judgment, a strong sense of initiative, and an ability to work independently.
- Able to meet deadlines while managing multiple projects and priorities.
- Have familiarity with and connections to Yolo County.
- Working or volunteering in a nonprofit and/or an appreciation for and understanding of philanthropy a plus.

Work Hours and Location

The Marketing Coordinator is a remote position, though the employee will be expected to attend periodic meetings at the YCF office in downtown Woodland. The position is 20 hours per month with hours varying on a weekly basis depending on the needs of the organization and the employee's preferences. The employee will have significant flexibility over when and where the work is completed.

Compensation

This position pays \$20-25 per hour and is eligible for paid time off, paid holidays, and sick time. This position does not offer health insurance or retirement benefits.



To Apply

Please send a resume and cover letter to careers@yolocf.org. Applications will be accepted until the role is filled and reviewed as they are received. For full consideration please apply by Sept. 10.

About the Foundation

The Yolo Community Foundation inspires and supports giving and provides philanthropic leadership in Yolo County. This fast-growing organization administers donor-advised funds and other philanthropic vehicles, makes grants to local nonprofits, fosters volunteerism, and provides donor education. YCF currently has more than 65 philanthropic funds valued at nearly \$8 million and is an affiliate of the Sacramento Region Community Foundation. Visit www.yolocf.org to learn more about our programs and impact.

The Yolo Community Foundation is proud to be an equal-opportunity employer. We believe that we are best able to carry out our mission when our staff, volunteers, and other key stakeholders offer a wide range of experiences and perspectives and are representative of our Yolo County community.

The Yolo Community Foundation is committed to diversity, equity, and inclusion, and we prohibit harassment and discrimination on the basis of race, color, creed, sex, religion, pregnancy, citizenship, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, genetic characteristics, sexual orientation, gender identity or expression, veteran or military status, or any other status protected by law. The policy applies to recruiting, hiring, working conditions, benefits, training programs, promotions, use of Foundation facilities, and all other terms and conditions of employment. In recruiting and selecting employees, the Foundation furthers the principles of equal employment by seeking talented and competent persons who are suited for a specific position by reason of training, education, experience, character, personality, intelligence and general ability.