



CHILDREN'S ADVOCACY CENTER OF BENTON COUNTY

Job Description

Position Title: Grants and Marketing Coordinator

Reports to: Director of Development

Purpose: The Grants and Marketing Coordinator oversees all aspects of the CAC's branding and visibility to the community. In addition to maintaining a healthy external reputation, this position also ensures clarity of the CAC's impact on the community through consistent messaging utilizing all platforms available and advantageous to the Center. This position also oversees all aspects of grants to assist in the fiscal health of the CAC.

Responsibilities (may include, but are not limited to):

- Manage and maintain CAC website
- Develop, oversee and maintain CAC's social media channels and strategy
- Create, manage and oversee all marketing materials
- Evaluate and coordinate the organization's marketing plan
- Oversee and coordinate all aspects of grants
 - Track, manage and monitor grants calendar
 - Prepare and submit applications as required by grant agreements and oversee reporting
 - Seek out new grant funding opportunities
- Work with others to prepare key fundraising and donor cultivation materials (such as an Annual Report, funder briefing documents, and more)
- Maintain a working knowledge of the interests and expectations of the CAC's major donors
- Coordinate with Executive Director and/or Director of Development for other duties as assigned

Qualifications and Skills:

- Exceptional writing and editing skills
- Ability to write clear, structured, articulate and persuasive proposals
- Capability to collect, synthesize, and recycle large amounts of writing
- Attention to detail and ability to track and meet deadlines
- Ability to work in a high-paced environment
- Strong capacity to contribute to team environments as well as excelling as an individual contributor
- Has a commitment to the continuous improvement of service quality and the organization's mission

Salary Range:

Exemption Status: Non-exempt