



Job Title: Marketing & Events Coordinator
Supervisor: Development and Marketing Director
Date: 4/20/23

Department: Operations
FLSA Status: Hourly
Salary Range: \$21-\$26.32
Bilingual differential \$.58 cents /hr

Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and being an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. www.restorativepartners.org

Job Overview

Reporting to the Development and Marketing Director (DMD), the Marketing & Events Coordinator is a part of the Administration Team. The M&EC performs a variety of tasks that ensure the smooth continuity of the agency's marketing and events activities. The M&EC is the lead staff for agency events and fundraisers. They will also oversee and maintain the current marketing & donor development activities. The M&EC also provides some administration support as needed.

Essential Duties and Responsibilities

- **Marketing**
 - Staff resource for organizational website, updates, troubleshooting, and website vendor relations
 - Oversees social media interns' content creation, scheduling, and engagement
 - Direct mail and appeal creation, list management, and distribution
 - Creation and distribution of all other forms of marketing materials and communications
 - In partnership with the Development/Marketing Director (DMD) and the Development/Marketing Board Committee create and manage marketing and content calendars for events, RP and Cafe.
 - Ensure branding consistency - provide resources and training to staff, provide final branding approval for RP resources and shareables
 - Assist DMD in creating Marketing Policies and Procedures
 - Assist DMD with creating a marketing, training and publicity template for all outreach events.
 - In partnership with DMD & Cafe GM, create The Bridge Cafe marketing plan, promotional/pr/marketing materials, social media management, and branding needs
 - Manages marketing budget
 - Manage agency profiles on nonprofit discovery websites and partner resources (e.g. 211, GuideStar, Charity Navigator...)

- **Event/Fundraising**

- Chairs any event or fundraising committee
- Lead organizer for any Grand Openings
- Lead organizer for annual fundraising events with support from staff, interns, and independent contractors
- Oversees management of all aspects of events
- Plans, manages, delegates, and provides day-of-oversight for special events to generate funds and increase donor/community engagement
- Manages event budgets
- Lead on designing Sponsorship packet
- Assist DMD securing Sponsorships,, manage sponsor perks, facilitate communication and relationship
- Obtain all necessary permitting and licensing for events
- Design, create, and order of all event/fundraising marketing materials and digital platforms for events
- Coordinate in-kind donations, including receiving, data entry, distributing, and recognition

Administration Support

- Coordinate administrative interns
- Assist DMD with new website buildout in partnership with board members, staff support for this project and responsible for learning management system and creating department resources.
- In collaboration with the F/HR Director prepare deposits.

Development Responsibilities

- Donor Management
 - Data entry for fiscal donations
 - Trains new interns and ensures data entries are accurate and updated
 - Acknowledgement management for fiscal donations
 - Semi-annually review donor database for cohesion
 - Fall Appeal entry and tracking through SALSA reports
- Development Intern Management
 - Fundraising and Event interns will report directly to this position
 - Oversee social media interns

<h3>Knowledge, Skills, Talents, & Abilities</h3>

- Ability to make independent decisions, maintain confidentiality, and exercise sound judgment
- Ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit
- Excellent verbal and written communication skills
- Experience working with diverse populations
- Ability to consistently demonstrate compassion, empathy, professionalism, and accountability

- Strong knowledge of computer technology, general office equipment, and software systems including Microsoft Office Suite and Google Suite
- Ability to take initiative and independently plan, organize, coordinate, and implement work in various situations where numerous and diverse demands are involved
- Ability to organize and plan projects, handle multiple priorities, and anticipate problems and address them proactively
- Understanding of or willingness to gain understanding of restorative justice practices as they relate to the organization and this position

Education and/or Experience

- Valid California Driver's License required
- Associates Degree or relevant work experience in business management or related field
- 2+ years of experience in administrative or operational support

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds. The physical demands described here are reasonable accommodations that may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.

Benefits

- Vacation
- Sick Time
- 11 paid Holidays
- Medical Insurance
- Dental
- Vision
- Life Insurance
- Employee Sponsored Retirement Plan (CalSavers)
- Phone & Internet Stipend

Acknowledgment

I acknowledge that I have read the job description and requirements for the Operations Coordinator position and certify that I can perform these essential functions.

Applicant/Employee Signature

Date

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This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.