

Marketing and Development Manager Job Description

Summary

Reporting to the Executive Director, the Marketing and Development Manager plans and executes Sustainable Tulsa's PR, marketing and communications, and donor relations strategy. This position will be responsible for increasing community awareness of Sustainable Tulsa's mission and programs throughout the region. The Marketing and Development Manager helps to strengthen the agency's overall brand and member participation at our events and fundraisers. Sustainable Tulsa seeks team members that can work in collaborative environment to support our First Thursday Program, B2B Case for Sustainability quarterly series, RECHARGE annual fundraiser, Scor3card Program Final Event, and multiple donor events.

Responsibilities

- Develop and implement PR, marketing and communication and donor relations strategy
- Execute social content calendar
- Assist the Executive Director with the development and deployment of fundraising strategy to include grant applications
- Create and deploy event and program invitations and updates
- Manage website updates (WordPress)
- Help build positive relations within the team and external parties
- Oversee events coordinated and implemented by the Sustainability Education and Events Coordinator
- Has the primary responsibility to oversee and manage annual fundraiser(s)
- Assist in donor/member development in the region with an emphasis on Tulsa and Oklahoma City
- Manage the rebranding of the organization

Requirements

- BA degree preferred in Marketing, Public Relations, or a related field.
- Proven experience in marketing/public relations
- Experience in implementing social media strategy and content
- Full time position: 40 hours/week with flexibility and occasional weekend expectations
- Primarily office remotely
- Detail-oriented and efficient
- Outstanding verbal and written communication skills
- Excellent time management and organizational skills
- Comfortable with public speaking
- Travel in the region to meet donors/partners
- Ability to work as part of a team and independently, with a high level of self motivation
- Computer Skills: Microsoft Office, Donor Perfect, Adobe Creative Suite, Constant Contact, Word Press, social media, and tech savvy
- Physically able to assist with setting up rooms for events and carrying materials up to 40 lbs
- Has the ability to arrive on time to Sustainable Tulsa activities and meetings.
- Sustainability knowledge or willingness to learn
- Positive attitude

Details:

- Based in Oklahoma
- Starting pay range based on experience: \$40,000-\$50,000
- Benefits available
- Please send your resume, three references, and a cover letter to corey@sustainabletulsainc.org
- For more information on Sustainable Tulsa programs visit us at sustainabletulsainc.org
- Deadline for submission is October 14, 2021.