

Position: Marketing and Fundraising Coordinator

Company: ADAMS Fairfax

Position Type: Part-time, 20 hours per week

Expected Pay Rate: \$20/hr

Overview:

ADAMS Fairfax is seeking a creative and motivated individual to join our team as a Media and Fundraising Coordinator. This role combines elements of media management and fundraising. It involves creating promotional materials, handling social media platforms, developing fundraising strategies, and coordinating fundraising events. This position offers a unique opportunity to enhance a variety of skills, contribute to our success, and positively impact the community.

Responsibilities:

- **Media and Publicity:**
 - Design and produce flyers, graphics, and other promotional materials for events/ programs.
 - Manage social media platforms by creating engaging content, scheduling posts, responding to comments, and interacting with followers.
 - Develop and implement advertising strategies to promote events and programs.
 - Coordinate publicity efforts to increase visibility and reach.
 - Collaborate with team members to ensure cohesive messaging across all media platforms.
- **Fundraising:**
 - Develop & implement fundraising campaigns to secure donations and sponsorships.
 - Assess and understand financial requirements for executing programs and covering operational costs.
 - Coordinate and organize fundraising events, including planning, promotion, and execution.
 - Engage with the community to encourage donations & support for events/programs.
 - Maintain records of donations, manage donor databases, and prepare reports on fundraising activities.

Qualifications:

- Proven experience in social media management, content creation, graphic design, and fundraising.
- Strong organizational skills with keen attention to detail.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite, design software (e.g., Adobe Creative Suite, Canva), and social media platforms.
- Ability to work independently and collaboratively within a team.
- Prior experience in event planning, advertising, publicity, or community engagement.

ADAMS Fairfax is an equal opportunity employer and welcomes candidates from all backgrounds to apply. If you are passionate about media and fundraising and eager to contribute to our mission, we encourage you to apply.