

CityClub Development & Marketing Manager



Position: Part time, exempt. Approximately 20 hours per week. Reports to Executive Director

Start Date: ASAP

Compensation:

\$19,200 – \$28,800 DOE plus benefits. Benefits include 10 days paid time off, monthly bus pass, opportunity to buy into life, medical, dental and vision coverage.

Job Description:

Lead CityClub's event sponsorship, membership, marketing and communications efforts in partnership with CityClub's Executive Director, Fund Development and Communications Committees.

Duties:

- ◆ With Executive Director and Program & Operations Manager, serve as a member of CityClub's staff strategic leadership team.
- ◆ Develop annual sponsorship plan for CityClub programs targeting prospects, communication strategies, financial goals, benefits, reporting and stewardship.
- ◆ Solicit sponsors and serve as the daily steward of their relationship with CityClub ensuring strong communications and fulfillment of sponsorship benefits. Prepare materials and strategies for CityClub's executive director and Board members to solicit major sponsorships and philanthropic gifts.
- ◆ Develop annual plan for recruitment, communications and stewardship for CityClub's membership program. Includes financial goals and timing for bringing in new members and deepening the involvement of existing members. Review benefits and recommend changes as appropriate.
- ◆ Develop and implement an annual marketing plan including media outreach and partner development, strategic communications and e-convening. Manage media at events. Maintain and review CityClub graphic identity; review all print and electronic materials prior to publishing, write and edit materials as necessary.
- ◆ Coordinate work plans, meetings and volunteer participation for CityClub's Communications Committee. Sit on Fund Development and Gala Committees.
- ◆ Staff programs as appropriate.

Qualifications:

- ◆ **Required** Warm, enthusiastic, collaborative professional who enjoys handling many tasks at one time and is highly adaptive to change. Must have excellent oral and written communication skills, strong orientation to detail, and sensitivity and finesse in stewardship of donor relationships. 3-years experience in development of corporate grants and/or sponsorship and familiarity with the Seattle corporate and philanthropic community.
- ◆ **Preferred** Facility with web 2.0 communication tools and social networking.

Organization Description:

CityClub is a 24/7 civic resource. 5,000 King County residents attend our annual programs live, and they're broadcast statewide to 1.3 million Washington households. 14,000 unique visitors use our web resources. Our mission is to connect, engage and inspire citizens to action. We do this by advancing four key ingredients of community involvement – civic knowledge, trust, connection and action. www.seattlecityclub.org

To Apply:

Please email resume, cover letter and three references to jobs@seattlecityclub.org. Applications will be reviewed until position is filled. Questions, contact: Jessica Jones, Program & Operations Manager