



Iowa Center for Economic Success

Position Description

Title: Advancement Coordinator
Reports To: Chief of Staff
FLSA Status: Exempt

Summary: This full-time position reports directly to Chief of Staff while also working with most staff on implementing initiatives, particularly the project managers on content for distance learning, and multiple team members on content for social media and website.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Distance Learning:
 - Coordinating with project managers on the execution of all distance learning, this includes developing and scheduling within the appropriate platforms
 - Responsible for maintaining and updating our website, library of recorded events, and calendar of events
- Public Relations/Marketing:
 - Responsible for creating and distributing press releases (in coordination with the President + CEO and other members of the team)
 - Coordinate with the Chief of Staff to develop a quarterly social media and website plan
 - Implementation of all marketing needs (social media posts, email, web content, podcast, and blog)
 - Work closely with the President + CEO on an annual report and other marketing materials

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

EDUCATION/EXPERIENCE:

- Education: Bachelor's Degree in Graphic Design, Communications or relatable experience
- Go-getter: You can self-direct and have a willingness to learn new skills; you multi-task and manage your time very well and a master at working with details.
- Collaborative: You are an excellent communicator and love working closely with your team.
- Technology: You are proficient in Microsoft Office; proficient or advanced in Adobe Creative products, proficient or advanced in social media and email marketing platforms

LANGUAGE SKILLS:

- Strong oral and written communication skills
- Ability to effectively present information in one-on-one and group discussions

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 – choose one of on-the-job time.
- Driving – Approximately less than 1/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately between 1/3 and 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.
- Weight lifted/Force exerted – An average of approximately up to 10 pounds, non-continuously.
- Physical demand requirements listed are primarily applied to ability to lift and move paper supply, client files, etc.
- Vision – Close vision (clear vision at 20 inches or less).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

- Environmental – This position operates in a clerical office setting and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Noise – Noise is low to moderate, as is typical of an office environment.

To apply for this position please email Katie Hentges (KHentges@theiowacenter.org) with your resume and a cover letter including your salary requirements.