



# Iowa Center for Economic Success

## Position Description

**Title:** Marketing and Development Coordinator  
**Reports To:** Director of Development  
**FLSA Status:** Exempt  
**Location:** Des Moines, Iowa (Full-Time, Onsite)

**About The Iowa Center:** The Iowa Center is a non-profit small business development organization that empowers Iowans to launch, manage, grow and finance small businesses. We deliver services that provide Iowans with access to the education, capital and professional networks that are required to build generational wealth through small business ownership.

**Summary:** The Iowa Center seeks a highly-organized, detail-oriented and creative communicator who is passionate about storytelling, community impact, and small business growth to serve as a full-time Marketing and Development Coordinator. This position reports to The Iowa Center's Director of Development and collaborates with each of The Iowa Center's Department heads on cross-cutting initiatives. Essential Duties include:

### Grant Support:

- Coordinate grant submission and compliance for federal, state and local government grants in collaboration with Program Leads. Maintain calendar and oversee compliance with government grant reporting. Collect and analyze data to meet grant reporting requirements.
- Maintain calendar of corporate and foundation grant submission and reporting deadlines and requirements. Write and assemble grant proposals with support from Program Leads. Collect and analyze data for grant compliance and reporting.
- Support Director of Development in planning and execution of annual fundraising campaigns and appeals. Assist with donor communications, including solicitations, acknowledgement letters, impact reports, campaign updates and annual report.
- Maintain accurate donor, partner and prospect records in donor database, and pull reports as needed. Conduct research on prospective donors, partners and funding opportunities
- Prepare materials for grant applications, sponsorship packets and presentations.

### Marketing and Communications

- Design fundraising and promotional materials such as flyers, newsletters, email campaigns and impact stories and write press releases for Iowa Center milestone events.
- Create and schedule content for social media platforms to promote programs, events, and Iowa Center initiatives.
- Maintain brand consistency across all communication materials

### Event Coordination

- Support logistics for community events, donor gatherings, and fundraising events. Coordinate outreach, manage participant communications, and prepare event collateral
- Assist with event setup, check-in, logistics and post-event follow-up.

Other duties as assigned.

**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:**

- Bachelor's Degree in Communications or something similar
- Passion for The Iowa Center's small business mission.
- Proficiency with Microsoft Office suite, Canva, Salesforce, social media and email marketing platforms
- Strong writing, editing and storytelling skills
- Ability to multitask, manage time effectively with great attention to detail and accuracy
- Demonstrated ability to build relationships among partners and volunteers and to relate well to clients
- Demonstrated effective teamwork skills
- Sense of Humor and Entrepreneurial attitude

**To apply for this position please email Monserrat Saucedo ([MSaucedo@theiowacenter.org](mailto:MSaucedo@theiowacenter.org)) with your resume and a cover letter including your salary requirements.**