



## Marketing & Communications Associate

## St. Vincent de Paul Society of Marin Job Description

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St. Vincent de Paul Society of Marin County (<https://www.vinnies.org>), a charitable social services organization, is seeking a highly organized and self-motivated individual to join our passionate and committed team as our Marketing & Communications Associate. The position is full time, 40 hours per week, based in our downtown San Rafael office. Hunger, poverty, and homelessness hurts everyone. Our mission is to work every day to help each person with food, housing, and crisis assistance to restore dignity and a chance for a better life. We are affiliated with one of the oldest and most effective charitable organizations in the world, the Society of St. Vincent de Paul, a Catholic lay organization of nearly 700,000 people world-wide.

In this role, reporting to the Director of Development & Communications, the Marcomm Associate's primary objective is to engage current and prospective benefactors through compelling communications and storytelling. Blending written communications, media relations, and event planning and execution, this individual will be a key liaison across the development and communications team including graphic designer, web developer, media / press, printing company, and mailing house.

Responsibilities include but are not limited to crafting SVdP's annual report, including financial summaries, success stories, and key metrics and outcomes; driving online and direct mail marcomm campaigns, including annual appeals and newsletters to engage current and prospective benefactors; owning campaign reporting and optimization leveraging our donor database (eTapestry), supporting the organization's annual gala and benefactor events, and supporting grant opportunities.

To be successful in this position, the ideal candidate will have the following:

- Excellent written and verbal communication skills
- Previous experience in a marketing or communications role
- Project management skills
- Strong MS Office Suite (especially Excel) and Sharepoint skills
- Strong attention to detail
- Ability to multi-task, managing deadlines across various workstreams concurrently
- Mission-centric and team-oriented mindset
- Preferred: Previous experience in the nonprofit world, eTapestry, CRM, graphic design, and grant writing

The St. Vincent de Paul Society of Marin offers a generous benefits package to full-time employees that includes medical insurance (HMO or PPO choices, with the option to add a Health Savings Account and/or Flexible Spending Account), Dental, Vision, Chiropractic and Acupuncture, Employee Assistance Program (EAP), Life and AD&D insurance, Paid Vacation, Paid Sick Days, 11 Annual Paid Holidays, and a 403(b) tax-advantaged retirement plan. This position would also provide parking in downtown San Rafael and a smartphone for work use.

If you are seeking work that is more than just a job and to give back to your community, then our Vinnies family may be the place for you. Our organization follows all COVID safety protocols.

Please submit a cover letter and resume to [recruiting@vinnies.org](mailto:recruiting@vinnies.org).