

JustFaith Ministries is a non-profit ministry that exists to form, transform, and inform people of faith and sustain them in their compassionate commitment to a more just and peaceful world. We are seeking a **Marketing Manager** who will bring a passion for social justice and entrepreneurial energy to the work of coordinating all aspects of marketing and communications for JustFaith Ministries. The position is 20-hours a week. The ideal candidate will have a Bachelor's degree or equivalent; three years successful experience in non-profit marketing work, including electronic and print media; commitment to the mission, vision, and values of JustFaith Ministries; and demonstrated success in working in highly collaborate environments. For more information about JustFaith Ministries and a full position description, visit www.justfaith.org. Interested candidates should submit a cover letter, resume, and three letters of reference to info@justfaith.org by August 1, 2018.



Job Description
Marketing Manager

Mission Statement: JustFaith Ministries forms, informs and transforms people of faith by offering programs and resources that sustain them in their compassionate commitment to build a more just and peaceful world.

The staff of JustFaith Ministries is committed to being a faith community working in partnership with each other to see that the work of JustFaith Ministries is accomplished and instilled with the integrity of the Gospel. Love, reverence, and collaboration are the qualities sought from members of the staff team.

Job Title: Marketing Manager

Classification: 20 hours per week, exempt; occasional weekend or evening work, some travel required if living outside of Louisville

Salary Range: \$22,500 – 28,000

Reporting Relationships: Reports to Executive Director

Position Overview: This position supports all aspects of marketing and communications for JustFaith Ministries.

Specific Responsibilities

Promotion 50%

- Oversee promotion and marketing of JFM programs and the JustFaith Network, including the design and content of promotion materials, JustNews, and other member communications
- Work with Registration and Resource Manager to implement a comprehensive program promotion and JustFaith Network Promotion strategy through electronic outreach and social networks
- With the Director of Programs, create an annual plan to promote JFM programs and the JustFaith Network within program materials

Marketing and Communications 30%

- Work with the Executive Director, the Marketing Committee of the Board of Directors, JFM staff and any consultants to JFM on strategies to reach new and diverse audiences
- Collect and distribute JustFaith Member stories to illuminate the impact of JustFaith Ministries programs and work
- Oversee content and design of all JustFaith Ministries general communications including JustNews, the website, electronic communications and development appeals

Other Specific Responsibilities 20%

- Participate in the JFM Staff meetings and team meetings.
- Track data and provide regular reports to Executive Director, JFM staff, and Board Marketing Committee on key aspects marketing and communication and progress towards goals
- Work with committees of the JustFaith Ministries' Board of Directors and with members of the board of directors as assigned and as appropriate
- Maintain efficient personal office and administrative systems
- Seek and participate in strategic opportunities for professional development and spiritual growth
- Other duties as assigned.

Knowledge and Skills:

- At least three years experience with all facets of non-profit marketing and communications work, including electronic and print media
- Strong collaboration skills and experience working in team environments
- Ability to be flexible and pitch in to help a small staff accomplish big things
- Excellent written communication skills: oral, written and interpersonal
- Excellent organizational skills
- Ability to handle multiple assignments and meet deadlines
- Strong word processing, spreadsheet and fund-raising database skills

Qualifications:

- Bachelor's degree or equivalent
- Successful experience in non-profit marketing and communications
- Commitment to the mission, vision and values of JustFaith Ministries
- Demonstrated success in working in highly collaborate environments