

DEVELOPMENT AND MARKETING MANAGER

Keep Pennsylvania Beautiful is seeking a full-time Development and Marketing Manager to work in partnership with the Executive Director and Director of Programs to oversee the organization's overall development and marketing strategies. The Manager reports to the Executive Director, is a non-supervisory position based in Greensburg, Westmoreland County, PA and requires approximately 10-15% travel across Pennsylvania.

JOB DUTIES

- Develop and oversee implementation of development, marketing and communications strategies
- Lead activities to secure financial support from corporations and individuals through cultivation, solicitation and stewardship
- Collaborate with Executive Director to formulate and implement annual fundraising plan including annual appeal
- Develop and maintain relationships with key corporate and individual donors
- Ensure that all donors are properly recognized and records are accurately maintained through NEON
- Collaborate with Director of Programs to build Corporate Employee Engagement Program
- Develop and manage comprehensive development and marketing calendar
- Collaborate with program staff and coordinate marketing and outreach message and materials, print and social media, across departments
- Publicly represent KPB to promote mission and programs
- Plan and organize training, education and special events as needed

MINIMUM QUALIFICATIONS

- Extensive knowledge of development principals, fundraising techniques and ethics
- Experience in running or being a part of a successful annual appeal process
- Strategic thinker with the ability to manage tactical implementation
- Comfortable with technology-based fundraising solutions and gift processing
- Experience and track record with developing and maintaining relationships with donors
- Strong technology skills, including database management; Neon a plus
- Exceptional written and verbal communication skills
- Ability to work both independently *and* collaboratively in a casual work environment
- Bachelor's degree in related field with five years' experience in both development and marketing

Compensation: \$45,000-55,000/year commensurate with experience. Benefits include paid medical, dental and vision insurance; paid time-off; paid holidays; option to participate in Simple IRA with up to 3% employer match; and a flexible schedule.

To Apply: Please submit cover letter and resume via email to sreiter@keepbeautiful.org with "DEVELOPMENT AND MARKETING MANAGER" in the subject line. No phone calls please. Applications accepted until January 27, 2019.

Keep Pennsylvania Beautiful, through its diverse grassroots network of affiliates, partner organizations and volunteers, equips local communities with the tools they need to keep their communities clean and beautiful. Keep Pennsylvania Beautiful is an independent, 501c3 nonprofit organization and the State Affiliate of Keep America Beautiful. Go to www.keepbeautiful.org to learn more.

Keep Pennsylvania Beautiful is an Equal Opportunity Employer.