



Data and Marketing Manager

Job Title: Data and Marketing Manager
Supervisor: Director of Development
Classifications: Full Time
Pay: 58,000 – 65,000 based on experience, plus generous benefits package

Job Description:

The Data and Marketing Manager plays an important role in the fundraising and donor stewardship for Lower Cape Outreach Council. This position plays an integral role in the maintenance of our Donor database, fundraising efforts and marketing in support of our development department. This position requires frequent contact with our valued donors and sponsors. Confidentiality is essential.

Duties/Responsibilities:

- Maintain the Salesforce Database to ensure accurate, updated and relevant information
- Process all gifts in a timely manner
- Generate gift acknowledgements through email and mail
- Coordinate monthly reconciliation with Bookkeeper and provide information for audit requests
- Produce reports and lists for the development committee and all other fundraising initiatives
- Create mailing list for direct mail campaigns and sponsorship mailings.
- Draft email marketing
- Compile and submit quarterly town grant invoices
- Create graphics for various branded signage
- Review of websites to ensure up to date information on regular basis

Required Skills/Abilities:

- Fundamental knowledge of word, excel, Canva, and PowerPoint
- Fundamental knowledge of social media platforms
- Excellent organization and attention to detail
- Occasional nights and weekends for special events
- Strong communication and interpersonal skills
- Proven ability to work effectively both independently and as part of a team.

Preferred Skills/Abilities:

- Experience with CRM system Salesforce
- Email Marketing Experience
- Social Media Experience
- Knowledge of entry level website design

Education and Experience:

- Bachelor's degree (or equivalent) and 1-2 years database management experience, minimum



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Additional Information:

Salary \$58,000 – \$65,000 based on experience. Benefits include, but are not limited to, QSEHRA health plan, 401(k), 35-hour work week, generous paid time off, a flexible schedule, and a supportive team environment.

How to apply: Please email your resume and cover letter to katie@lcoutreach.org.

If your work experience and qualifications best match the position, you will be contacted for an interview. The Lower Cape Outreach Council is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to providing employees with a work environment free of discrimination and harassment. All employment decisions at the Lower Cape Outreach Council are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other characteristic protected by law. The Lower Cape Outreach Council will not tolerate discrimination or harassment based on any of these characteristics. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.