



<b>Job Title</b>	Development and Marketing Specialist	<b>FLSA Status DOL Status</b>	Non-Exempt Full-time
<b>Program / Department</b>	Development and Marketing	<b>Supervisory Responsibilities</b>	No
<b>Reports To</b>	Chief Development and Marketing Officer	<b>CEO Approval Date</b>	07/28/2022
<b>Work Schedule</b>	Office Hours follow business hours and may vary with supervisor's approval; includes occasional evenings and weekends.		

**Must pass required background check**

### POSITION OVERVIEW

The Development and Marketing Specialist is responsible for supporting Sunbeam Development and Marketing efforts. The Development and Marketing Specialist reports to the Chief Development and Marketing Officer.

All employees and volunteers are expected to be sensitive to our clients' cultural and socio-economic characteristics, reflect Sunbeam Family Services' core values, and always perform at Sunbeam's standard of excellence.

### ESSENTIAL FUNCTIONS

- Manage the donor database and acknowledgement process, which includes entering gifts and pledges, updating records and notes, thanking/acknowledging donors, and running reports.
- Support philanthropic efforts, which includes researching, recruiting and retaining donors, Creating donation pages, eappeals and newsletters, representing Sunbeam at speaking engagements, managing booth boxes, organizing cause-marketing campaigns, and leading tours.
- Assist with special event logistics.
- Manage Sunbeam's United Way Pacesetter Campaign.
- Oversee Sunbeam's volunteer programs and opportunities.
- Serve as the Friends of Sunbeam Board liaison.
- Oversee Sunbeam's in-kind donation process.
- Interview clients and take photos for development and marketing purposes.
- Order marketing pieces, including t-shirts, business cards, and promotional items.
- Assist with social media, media, website updates, and design as needed.
- Prioritize projects and goals to meet deadlines.
- Perform other appropriate and related responsibilities as assigned by Chief Development and Marketing Officer.

### JOB QUALIFICATIONS

	<b>Minimally Required</b>	<b>Preferred</b>
Education	Bachelor's degree.	Bachelor's degree in marketing or communications related field such as Public Relations, New Media, Journalism, Digital Marketing, Marketing, Communications, Graphic Design, Strategic Communications or Advertising.

Experience	Experience working in the development and/or marketing and communications field, which includes internships.	
Skills Knowledge Abilities	<p>Excellent command of English language and grammar, both verbal and written.</p> <p>Excellent conceptual, written, and verbal skills.</p> <p>Detail oriented with strong organizational skills.</p> <p>Ability to collaborate and work well within a team environment and with multidisciplinary teams.</p> <p>Excellent ability to prioritize and manage multiple tasks in a deadline-driven environment.</p> <p>Ability to establish and maintain effective working relationships with staff, community partners, organizations, and other key stakeholders.</p> <p>Excellent customer service skills and the ability to work with diverse individuals.</p> <p>Process, protect, and exercises discretion in handling confidential information.</p> <p>Proficient in desktop and online versions of Microsoft Office applications, as well as Canva.</p> <p>Ability to learn and master other computer technology/software programs, as needed.</p> <p>Able to successfully use standard office equipment.</p> <p>Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.</p>	<p>Knowledge and understanding of fundraising software and database.</p> <p>Knowledge and understanding of Oklahoma philanthropic landscape.</p>

**WORKING CONDITIONS**

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

Vaccination

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.**

**SIGNATURE**

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: