

## **Assistant Director of Marketing and Communications**

Uplift Northwest, proudly serving the greater Seattle area for more than 100 years, is seeking an **Assistant Director of Marketing and Communications** to further our mission of guiding people on their path to self-sufficiency by providing employment and job readiness services. In this role, you will leverage your passion and skills to work with the Chief Development Officer (CDO) to develop and implement strategic marketing communication plans. Uplift Northwest is committed to serve the people who are living in poverty and may be experiencing homelessness, with supportive services and skills training in high-demand jobs.

The **Assistant Director of Marketing and Communication (AD)** is a key member of the Development, Marketing and Communications team. The AD is responsible for the management of the communications and marketing efforts of Uplift Northwest. The AD plans and manages marketing projects including event promotions, stakeholder communication, social media, and public relations. The AD is responsible for managing the incorporation of brand standards and identity into all marketing and communications materials and programs.

The Assistant Director of Marketing and Communications is also expected to coordinate with members of the Development team to fulfill sponsorship assets and acknowledgement. This includes incorporating sponsorship recognition in ongoing digital and print communications, as well as dedicated event and/or programming recognition. This role will manage internal stakeholder communication needs, including, but not limited to e-newsletters, web page updates, white papers, annual reports, executive messages, and fundraising initiatives. Additional tasks will include monitoring compliance with production schedules, proofing process and suggesting modifications as necessary to production process to achieve goals of streamlining, process, and clarity.

The ideal candidate will have a bachelor's degree in marketing, business administration, communications, public relations, or related field (Master's degree preferred) or 10 + years of related work experience. Experience in the non-profit sector, and exceptional management, leadership and team building skills. Qualified candidates will be able to demonstrate success in project management and excellence in professional verbal and written communication skills. Candidates must also have a proven ability to work effectively and diplomatically with colleagues, the community, and vendors.

The Assistant Director of Marketing and Communication is a full-time, in office/onsite, contract position.

Uplift Northwest provides health care insurance and a retirement program with company match, as well as paid holidays, vacation and sick leave, annual incentive potential, and an opportunity for career growth and development. Parking or ORCA pass provided.

Apply for this exciting opportunity through (website) or send resume and cover letter to [hcrecruiting@archbright.com](mailto:hcrecruiting@archbright.com). We look forward to hearing from you!