



Marketing & Sponsorship Coordinator

We are looking for an enthusiastic, detail-oriented team player who has:

- Interest in building a career in the nonprofit sector;
- Ability to work professionally and cheerfully with and support a wide range of volunteers and staff;
- Willingness to learn and solve problems; and
- Outstanding customer services skills.

Job Responsibilities

Marketing and communications tasks include:

- Loads and maintains the NAIOP365, Night of the Stars and Summer Social apps;
- Creates and manages a social media calendar that supports various NAIOP's events initiatives and publishing posts on Twitter, Facebook, NAIOPWA Apps and LinkedIn;
- Tracks social media, website and app metrics on a monthly basis;
- Collaborates with Communications Director to write copy for weekly newsletter and review the test newsletter before send time;
- Coordinates graphic design with vendors;
- Drafts copy for the website, blog posts, press releases, etc.; and
- Maintains email schedule for events and news releases.

Sponsorship tasks include:

- Assists the Executive Director on year-round sponsorship fundraising including managing the database, processing invoices and managing outstanding A/R, and recording payments;
- Prepares and distributes monthly sponsorship reports for Board, committees and accounting;
- Anticipates, understands, and responds to the needs of sponsors to meet or exceed their expectations within organizational parameters;
- Creates and maintains sponsorship benefits grid for NAIOP events;
- Distributes post-event surveys to sponsors for NAIOP special events; and
- Manages all components of sponsor recognition including setting up and distributing sponsor registration codes; collecting logos, copy, ad material, contact info, etc.; creating sponsor signage/PowerPoint slides; and sourcing sponsor fulfillment items.

Committee/general administrative tasks include:

- Picks up mail and deposits outstanding accounts receivable;
- Serves as staff support for designated volunteer committees;
- Creates and manages special event registration materials including but not limited to data entry, online form development, confirmations, receipts/invoices, attendee communications, rosters, reminders, name badges, closing out events and maintaining all appropriate historical and database files for assigned programs;

- Responds to customer service inquiries/requests via telephone, email and in-person at educational and networking events in a timely manner;
- Provides onsite support for NAIOP special events and leads registration including volunteer management. Ensures supplies are adequate and assists in providing efficient and friendly onsite registration services; and
- Other duties assigned to support overall event preparation, execution and daily operations.

Special Skills/Qualifications:

NAIOP Washington has up to 50 events a year throughout the Puget Sound (averaging one per week). The ideal candidate must be able to handle an untraditional work schedule. **Events for staff can begin as early as 5:30 a.m. or end as late as 8 p.m.** Staff is granted flex time, but early/late hours for prescheduled events are mandatory.

- Two to five years of professional experience or a bachelor's degree in marketing/communications is required.
- Database experience preferred.
- Excellent communication skills and attention to detail.
- Proficient in Microsoft Office Professional suite programs including mail merges and spreadsheets.
- Reliable transportation to/from events all over the Puget Sound along with the ability to work early mornings, nights and weekends as required by current workload.

Position Details:

- Part-time telework available (once probationary period is over). NAIOP's office is in Belltown.
- Full-time salaried position with benefits.

To learn more about NAIOP Washington State, visit www.naiopwa.org. Visit our Events Calendar to see a sample of upcoming events along with Sponsorship Opportunities.

Interested applicants should submit a resume, cover letter, and salary requirements to jobs@naiopwa.org. Applications without a cover letter will *not* be considered. In your cover letter please address, why you are good fit for this position.