

POSITION ANNOUNCEMENT

Position title: Coordinator, Brand + Marketing
Category: Full time position
Reports to: Director of Brand + Marketing
Location: Kansas City, MO
Date: July 7, 2014

Introduction

780 million people – about one in nine – lack access to safe water; 2.5 billion people, lack access to a toilet. At Water.org, we are dedicated to changing this. Join us.

At Water.org we envision the day when everyone in the world can take a safe drink of water and experience the dignity of a toilet. For more than 20 years, we have been at the forefront of developing and delivering solutions to the water crisis. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based solutions to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed millions of lives in Africa, Asia, Latin America, and the Caribbean by providing access to safe water and sanitation. Learn more at www.Water.org.

Position Summary

The primary purpose of this role is to provide project support to ensure the smooth execution of Water.org marketing, grassroots fundraising, and cause marketing initiatives. This individual will develop and maintain processes, calendars and tools to ensure effective coordination within the marketing and brand partnerships team.

Reporting and Location

This position reports to the Director of Brand + Marketing and is based in Kansas City, MO.

Key Responsibilities

Project Coordination and Support

- Develop and maintain marketing calendar of initiatives, including marketing, fundraising, and cause marketing strategies and plans, in order to focus activities and communicate priorities to internal teams.
- Provide project support for corporate partnerships and cause-marketing opportunities. Act as point person with external partners as needed.
- Develop processes, systems, and communications tools that ensure smooth communication and execution of marketing initiatives.
- Serve as content administrator for the Water.org website and manage a calendar of ongoing updates.

Public Inquiries

- Serve as primary point of contact for multiple external audiences.
- Manage in-bound online inquires and respond appropriately on behalf of the organization. Develop responses, processes and systems to present positive public image, reinforce Water.org brand values while also ensuring efficiency and effectiveness of opportunity review. Work cross-departmentally to ensure effectiveness of response and to route and vet priority opportunities.

Qualifications

- BA/BS required with three to four years of experience within a strategic marketing and communications environment.
- Outstanding project management; demonstrated success + flexibility managing multiple projects and audiences.
- Strength in integrating campaigns across multiple channels. Knowledge of breadth of marketing tools + channels including social media and traditional media.
- Qualified candidates must be highly detail-orientated team players who display leadership and diplomacy to maintain strong external and interdepartmental relationships.
- Success in for-profit or not-for profit environment a plus.
- Superior communication skills, both written and oral.
- Demonstrated excellence at organizational, time-management, creative thinking, communication and interpersonal skills.
- Self-starter; works independently, takes initiative, action-oriented.
- Demonstrated interest and experience in global issues and international development a plus.

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, and a retirement program. Salary will be based on education and experience, and will coincide with similar non-profit organizations in international development.

Application Information

Please go to <http://water.org/about/careers/> to apply. Resumes will be reviewed as they are received.

NO PHONE CALLS PLEASE

Deadline: None, Position Open Until Filled.

Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief, or sexual orientation.