

## POSITION ANNOUNCEMENT

**Position title:** Coordinator, Brand + Marketing  
**Category:** Full time position  
**Reports to:** Director of Brand + Marketing  
**Location:** Kansas City, MO  
**Date:** December 1, 2015

### Introduction

660 million people – about one in ten – lack access to safe water. More than twice that many, 2.4 billion people, don't have access to a toilet. These are the people Water.org serves. We are a global non-profit based in Kansas City, Missouri working to ensure safe water and sanitation for all. We go beyond traditional approaches to safe water and sanitation, focusing on addressing the underlying causes of this global crisis and innovating to deliver large-scale and sustainable change. Co-founded by Gary White and Matt Damon in 2009, Water.org has impacted more than 3 million lives and transformed thousands of communities in Africa, South Asia, and Latin America. Learn more at <http://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 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 inquiries 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 2-3 years of experience within a strategic marketing and communications environment.
- Outstanding project management; demonstrated success + flexibility managing multiple projects and audiences.
- Experience supporting integrated campaigns across multiple channels. Knowledge of breadth of marketing tools + channels including social media and traditional media.
- Qualified candidates must be highly detail-oriented team players who display leadership and diplomacy to maintain strong external and interdepartmental relationships.
- 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, retirement program and periodic review for merit and incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

**Application Information**

Please apply at <http://water.org/about/careers/> . Please title your attachments with lastname, firstname. Submissions will be reviewed as they are received.

**PLEASE DO NOT CONTACT US FOR STATUS UPDATES.**

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