



Marketing and Communications Manager

Northeast DuPage Special Recreation Association

Contact Name: Sue Martellotta

Contact E-mail: smartellotta@nedsra.org

Contact Phone:

Closing Date:

Salary: \$55,000 DOQ

Description:

Northeast DuPage Special Recreation Association (NEDSRA) is a cooperative of eight park districts and three villages in northeast DuPage and west Cook Counties, Illinois. NEDSRA was formed in 1976 as a means of combining resources among the member agencies to provide recreation programs and services for individuals with disabilities. Today, NEDSRA serves approximately 3,500 distinct individuals annually—within a diverse cultural and socioeconomic service area—through roughly 600 programs and special events. NEDSRA's main objective is to meet the unique social and recreation needs of individuals with disabilities, so they may increase their enjoyment of life and reach their highest level of independence.

Job Summary:

NEDSRA is looking for an enthusiastic Marketing and Communications Manager to promote the agency's public image and develop effective strategies to encourage financial support for NEDSRA. This position will organize and execute all aspects of agency fund-raising events and campaigns; manage the development, distribution and maintenance of all print and electronic promotional material including, but not limited to, marketing and sponsorship materials, four seasonal brochures, social media, website, press releases and email blasts; manage all media contacts; foster relationships with advocates and key persons; effectively represent NEDSRA for networking and recruiting of sponsorships and corporate partners; promote special events and programs; maintain a fund-development database; and assist with reports as required.

Qualifications:

The ideal candidate will have a bachelor's degree in marketing, communications, graphic design, media or similar, at least three years of experience with demonstrated skills and proficiency in content marketing and creations of marketing materials, preferably with park districts, special recreation associations or non-profits; experience in event planning; and in digital advertising and social media. The Marketing Communications Manager must possess the following skills and attributes: strong creative, strategic, analytical and organizational skills; excellent verbal and written communication skills; ability to work at a fast pace, unsupervised; proven project management skills; ability to handle multiple projects and processes simultaneously; and strong attention to detail. They must also be proficient in Adobe Creative Suite, InDesign and Photoshop, have strong MS Office Suite experience, fund-development data base experience (knowledge or Raiser's Edge a plus), experience using

Facebook, Twitter, etc. as marketing tools, strong knowledge of Constant Contact email marketing, and also a strong passion to improve the lives of individuals with disabilities through recreation.

Benefits:

Medical Coverage, PPO or HMO • Prescription Coverage • Dental Coverage • Vision Reimbursement Program • Life Insurance (basic & voluntary) • Short- and Long-Term Disability (IMRF) • Pension / Defined Benefit Plan (IMRF) • Flexible Spending Accounts • Paid Holidays, Vacation, Sick Time, Personal Days

Contact:

Sue Martellotta, Executive Assistant/HR Manager
smartellotta@nedsra.org

Fax: 630.576.4066

www.nedsra.org