

Job Title: Marketing Creative Associate
Reports to: Director of Marketing & Communications

We are seeking an exemplary, detail-oriented candidate who brings experience, skill, and passion to our Advancement & Donor Relations Department.

The Marketing Creative Associate plays a key role in supporting communications and marketing activities for Greater Houston Community Foundation (Foundation), working closely with all departments. This non-exempt position involves the production of high-quality visual content for a variety of digital platforms, including social media, email campaigns, websites, online newsletters, and digital advertisements, in addition to traditional materials such as reports, brochures, and print newsletters. Additionally, this role involves tracking, monitoring, and analyzing digital marketing performance to evaluate the effectiveness of campaigns and content, generating insights that inform ongoing strategy adjustments and improvements.

In managing multiple projects simultaneously, the Marketing Creative Associate will skillfully prioritize tasks, adhere to tight deadlines, and collaborate with various stakeholders to ensure the efficient delivery of marketing materials. Additionally, the Marketing Creative Associate will work closely with cross-functional teams to support marketing initiatives, campaigns, and events, providing design and marketing expertise to elevate various projects and contribute to the Foundation's mission.

Anticipated Start Date: January 9, 2025
Hourly Pay-Range (Non-Exempt): \$25.00 to \$27.00

The hourly wage will be set in accordance with the successful candidate's experience. In addition, the candidate will participate in employee benefits plans, including comprehensive health and dental insurance coverage, generous PTO, and 401(k) with matching component.

This is a hybrid position, offering a combination of remote work and in-office presence. Candidates should be comfortable with both remote collaboration and in-person meetings or events as required. The successful candidate must reside in the Greater Houston region (relocation assistance is not available).

Interested parties should submit their cover letter and resume via our [online application form](#) by November 29, 2024. We will contact those candidates who most closely match our requirements.

Job Responsibilities:

- Design and produce various communications and collateral materials, such as brochures, newsletters, presentations etc.
- Design and produce graphic content associated with social media and our website.
- Monitor, track, and analyze data to inform objectives and strategy.
- Support customer facing media and graphic content in alignment with brand standards.
- Work with event managers to design content relevant to event and maintain a schedule for executing design creation within a time frame (start to finish)
- Support visual efforts in collateral creation.
- Coordinate print needs associated with collateral materials, event signage, etc.
- Coordinate photography and video production
- Interface with stakeholders as it pertains to photography and videography. Shoot and edit photos and video footage as needed.
- Perform other duties as assigned.

Qualifications and Experience

- Bachelor's degree in English, marketing, or communications.
- Minimum of 3 years' experience in digital marketing, graphic design, communications and/or nonprofit marketing fields.

- Proficiency in Adobe CC Suite (Illustrator, InDesign, Lightroom, PhotoShop, Premiere Pro (or other editing software), and Microsoft Office suite).
- Experience using cameras and videography equipment.
- Illustrated knowledge of content marketing, social media marketing, email marketing, event marketing, and graphic design.
- Keen eye for design and details and demonstrated ability to create written and visual content.
- Excellent project management/organizational skills and can effectively prioritize work and adjust to multiple demands.
- Demonstrates superb written and verbal communication skills.
- Good sense of self with demonstrated qualities of self-motivation, integrity, loyalty, discretion, and reliability.
- Entrepreneurial mindset with the ability to spot original branding opportunities.
- Success in fast-paced environments and can prioritize accordingly.
- Must reside in the Greater Houston region (relocation assistance is not available).

Physical Requirements

- Ability to lift, carry, push, pull or otherwise move files up to 5 pounds frequently and up to 20 pounds occasionally
- Ability to stoop, kneel, crouch or reach frequently
- Ability to remain in a stationary position 85% of the time
- Ability to move about inside the office to access file cabinets, office machinery, etc. 15% of the time
- The person in this position constantly communicates with clients and must be able to exchange accurate information in these situations.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Greater Houston Community Foundation is an Equal Opportunity Employer and does not discriminate against a job applicant or an employee because of a person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information. Greater Houston Community Foundation does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.