



15279 Alton Parkway, Suite 300

Irvine, CA 92618

freewheelchairmission.org

Job Title: Marketing Coordinator

Reports To: Director of Marketing

Location: Free Wheelchair Mission, Irvine CA

Status: Full Time Non-Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to provide the transforming gift of mobility to people with a disability living in developing nations as motivated by Jesus Christ.

Job Summary:

The Marketing Coordinator is an integral part of the Marketing Team. S/He will help build and manage a scalable prospect and lead management system designed to identify and qualify new and current donor opportunities – individuals, foundations, and corporations. The Marketing Coordinator will also support the operations of the Marketing team with event/campaign analysis, event logistics, preparing weekly Marketing reports, scheduling meetings, and taking notes.

Responsibilities:

- Partner with other Marketing and Development team members to build and manage a scalable, effective donor prospecting and lead management system.
- Work with the Donor Platform Manager and Development to build out our lead and prospect management features and automations within Salesforce, Pardot, and other applications.
- Prospect Research, including iWave wealth knowledge tools, LinkedIn, and other reports as needed.
- Support events and campaigns with logistics and analysis.
- Manage communication between Development and Marketing teams, including updating “Weekly Marketing Updates”.
- Support Marketing team in building and maintaining procedures, project management tools, file servers, and guidelines.
- Other duties and tasks assigned by direct supervisor.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- A minimum of at least 2 years coordination experience supporting a Marketing or Sales team.
- Experience in the non-profit or philanthropic sectors highly desirable.
- Excellent typing skills with speed and accuracy.
- Outstanding verbal, written and e-mail communication skills, and organizational skills.
- Ability to manage multiple tasks simultaneously, problem solve, and work as part of a team.
- Excellent interpersonal skills and ability to interact diplomatically with team members and donors.
- Proficient computer skills. Strong working knowledge with Microsoft Office, Google Sheets, Docs, and Presentation. Strong working knowledge of donor base management (Salesforce) a plus.
- Must meet organizational conditions for employment

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **50** pounds.

Compensation:

Dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to **jobs@freewheelchairmission.org** with **Marketing Coordinator** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed "at will" by Free Wheelchair Mission.