

Job Title	<i>Marketing Support Coordinator</i>
Reports To	<i>President and CEO</i>

Job Purpose, Duties & Responsibilities

The Marketing Support Coordinator is responsible for working closely with the President & CEO to support the organization’s marketing and fundraising initiatives. The Marketing Support Coordinator is responsible for:

- Providing administrative support for the President & CEO
- Communicating with all HSHC departments, staff, board members , volunteers and donors as directed by the President & CEO
- Preparing marketing proposals
- Assisting with tracking and managing donor data
- Preparing documents and reports as needed
- Assisting with donor recognition and outreach efforts
- Assisting the President & CEO with the scheduling, planning and preparation of special events and meetings
- Managing multiple projects effectively and in a timely manner
- Other duties as assigned

Qualifications

Applicants must:

- Embrace and be fueled by our No-Kill Philosophy
- Be extremely proficient in Microsoft Office (Excel, PowerPoint, and Word), Web-based database management (e.g., CRM software like Sales Force, Donor management software) and Google Docs
- Proficiency with graphic design software is ideal, but not required (e.g., Canva, Photoshop)
- Have excellent written communication skills
- Communicate and collaborate professionally, effectively and diplomatically
- Have experience with social media marketing
- Be a self-starter with initiative, problem solving skills & the ability to work with minimal supervision
- Be flexible to work nights and weekends
- Have reliable transportation
- Be able to excel in a high paced work environment where you are surrounded by the distractions of animal sounds, smells and their respective allergens—as well as a lack of privacy due to limited work space
- Be able to lift a minimum of 25lbs without health risk
- College degree preferred but not required