

Job Title: Marketing Manager

Organization: Real Queens Fix Each Others' Crowns

We are looking for a **Marketing Manager** for the [Real Queens Fix Each Others' Crowns](#). This role is key to letting the community know all about the great things we're doing and that we need their support to succeed. This will include encouraging people to come to/volunteer at our events, securing PR opportunities, and keeping our social media presence updated. You'll also work with the fundraising coordinator to craft great messages and materials to raise funds.

Our ideal candidate will have:

- Entrepreneurial mindset with the ability to spot original branding opportunities.
- Understanding of social media
- Experience with mailing campaigns
- Ability to work well with others
- Ability to take the initiative

Key responsibilities include:

- Works with team to development and document branding, marketing and communications strategies for the organization
- Oversee implementation of the above marketing strategy, including campaigns, events, digital marketing, and PR
- Implements the marketing strategy for new events and programs
- Work closely with the rest of the leadership team to define marketing materials and programs
- Manage social media presence and direct programs to improve social media reputation and recognition
- Create and maintain newsletters to keep our donors, volunteers, partners and community leaders up-to-date with news and events
- Work with Leadership to ensure that upcoming events and needs are published to social media
- Manage volunteer and communications team to execute strategies

Expected time commitment: 5-10 hours/week. This includes checking RQFEOC emails three times a week, attending meetings, and following up on various tasks for your role.

We ask that all leadership team members commit to one year of being on the team, if possible, unless a lesser time frame can be negotiated. Please be honest about your time commitments, while we realize it is difficult to forecast what you may be doing four or five months out, we ask potential team members to try their best to upfront with any conflicts, either work or personal. Thank you for your understanding!