



Marketing, Communications, and Outreach Manager

Position Description

Position Overview

Eagle Mount encourages qualified individuals with disabilities to apply for this opportunity.

The Marketing, Communications, and Outreach Manager spearheads Eagle Mount's marketing, communications, and community outreach efforts. Using a variety of tools, including social media, website publications, traditional media, and community outreach, the Marketing, Communications, and Outreach Manager collaborates with Eagle Mount staff, consultants, and business partners to engage the public in supporting and strengthening Eagle Mount's mission and brand. The selected candidate will demonstrate proven skills and experience in creative writing, design, and project management delivery. This position serves as a member of the Development Team, participates in program activities and fundraising events, and is supervised by the Director of Development.

General Responsibilities

- Adhere to all Eagle Mount policies, procedures, and guidelines; maintain confidentiality of all participants.
- Represent Eagle Mount in a professional and courteous manner.
- Support and advocate for the organization and its affiliated programs and partners.
- Build and maintain healthy relationships with Eagle Mount community of participants, volunteers, staff, and donors.
- Attend to administrative duties, attend required meetings, and staff training events.
- Exhibit patience, respect for others, appropriate stress management, and a desire to learn and grow.

Marketing and Communication Management

- Develop and manage all marketing collateral including design and copy for both digital and print.
- Ensure organization-wide brand compliance on all program materials and communications.
- Write and/or edit all communication from the organization; serve as primary copyeditor for all staff to ensure organizational voice is consistent with external publications.
- Develop, create, organize, and manage social media, photograph, and video content on all platforms.

Outreach Responsibilities

- Identify, grow, and maintain the Eagle Mount calendar of community outreach events.
- Work with Director of Operations/Program Staff to ensure consistency in participant and volunteer recruitment materials and events.
- Schedule and coordinate staffing for outreach events.
- Prepare and deliver professional outreach and recruitment presentations.

Administrative Responsibilities

- Serve as primary point of contact with marketing and communication vendors.
- Provide basic staff communications support, i.e. mail merge, Excel, InDesign, etc.
- Maintain professional knowledge; complete appropriate professional development activities.
- Monitor and maintain activities within approved budget guidelines.
- Coordinate budgeting and fundraising with Management, Development, and Program teams

Qualifications & Skills

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Strong writing, editing, and public communication skills
- Experience in creative design, marketing database and survey tools, and communication platforms
- Experience managing an active annual calendar for publication and social media campaigns
- Ability to work flexible hours, including occasional evenings and weekends
- Ability to work independently and as a member of a team

PREFERRED QUALIFICATIONS:

- Experience with disability services or adaptive sports, whether lived, personal or professional
- A valid driver's license and ability to be insurable per Eagle Mount's parameters
- Reliable personal transportation
- Basic CPR/first-aid certification (can be provided upon hire)

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Eagle Mount positions may be required to perform duties outside of their normal responsibilities.