



Title: Marketing, Communications, and Grants Manager

Reports To: Director of Operations

Basic Function: THIS IS A Full-Time POSITION: To support the ministry programs and events of Advance Memphis by effectively coordinating the marketing and communications efforts through newsletters, prayer letters, social media, the website, printing, and other strategic and tactical communications. Additionally, this position will work with the Director of Operations to coordinate and write grants, as well as develop new grant opportunities.

Responsibilities:

Marketing & Communications

- Spread the good news about how God is at work through Advance Memphis in a way that promotes dignity and invites others to partner in Kingdom service through the coordination of external communication mediums such as print and digital newsletters, digital marketing, social media and video.
- Oversee, keep up to date, make recommendations for, and coordinate maintenance of the Advance Memphis website as the primary digital communications outlet.
- Strategically manage Advance Memphis social media presence to ensure all communication is in alignment with our mission, accurate voice, proper timing and coordination with all other communications.
- Work directly with other staff members to effectively market and communicate programs and special events to our staff, volunteers, donors, and neighbors.
- Coordinate internal communication within the organization in support of fulfillment of the mission.
- Work with the Director of Community Engagement to manage all Art for Jobs communication activities.

Grants

- Work closely with staff and in Salesforce gathering data and other information pertinent to responding to grant requests.
- Prepare responses and make sure that information is returned according to schedule as required to potential grantors.
- Develop, evaluate, and recommend new grant opportunities.
- Ensure all grant activity is properly organized and maintained within Salesforce and the staff drive. Ensure proper communication of the details of grants with accounting and database management.
- Work with the Director of Operations & Programming and Executive Director to continuously cultivate and strengthen relationships with grantors.

Required Skills and Attributes:

- A Christian who believes God's Word is truth and strives to continually share God's unmerited grace to others in word and deed.
- Assist the Advance Memphis team to share the gospel and help residents of South Memphis go to work.
- Relational capacity for volunteers, staff, neighbors, board, donors, and community partners.
- Self-motivated and creative in owning work that supports the mission of Advance Memphis.
- Effectively uses marketing skills to help develop excellent events and effective written communications.
- Attention to detail and completion is vital to success in this position. Data entry and filing must be done without errors.
- Demonstrated knowledge of Microsoft Office and other basic computer skills, Canva (or basic graphic design software).
- Ability or willingness to learn Salesforce or any database systems as needed.
- Must hold a bachelor's degree or higher.
- Perform other duties and ad hoc activities as assigned by the Director of Operations.