**PROJECT MARKETING SPECIALIST**

Victoria’s Victory Foundation

**About the Job**

If making an impact, problem solving, being a change maker and creating connections are things that motivate you, this may be the job for you!

Event planning/project management skills, marketing and cultivating relationships are the primary skills we are seeking for a Project Marketing Specialist. This role combines your creative side for content development and organizational skills for events and programs!

**What You Will Do:**

* Facilitate all the details of donor and community events.
* On-site representative at events to represent VVF, when needed.
* Responsible for preparing recipient agreement documents, welcome packages and follow up communications for the Victory Scholarship program.
* Responsible for contacting vendors and paying invoices for product and service orders specific to Victory Scholarships. Developing relationships to ensure best product and customer service for both foundation and recipients will be essential.
* Process payments for vendors and suppliers.
* Create marketing elements of new and on-going programs.
* Create and pull reports as requested.
* Create marketing content and materials for events, social media, programs, etc.
* Create & send email to our monthly donors.
* Create a regular schedule for communication with recipients.
* Manage inventory.
* Create & manage a database of foundation subscriptions and renewal dates.
* Assist with social media content development.
* Prepare materials for board meetings.
* Help write quarterly newsletter.

**Qualifications:**

* 3+ years of marketing & events/project management.
* Bachelor’s degree preferred.
* Excellent interpersonal and communication skill.
* Organized to oversee several projects at once.
* Excellent computer literacy.
* Canva or other basic design program experience.
* Professional telephone and email etiquette.

**Work Environment / Physical Requirements:**

* This full-time position is in Stratham, NH.
* Maintain a regular office presence to provide in the moment and visible support to team members.
* Training will be provided for internal programs used.

**Equal Opportunity Statement**

* Building an inclusive, high-performing team that is diverse across lines of personal identity is integral to our success and we are proud to be an equal-opportunity employer.
* This means we do not discriminate against any job applicant or employee because of their race, ethnicity, color, religion, national origin, sex, disability status, genetics, protected veteran status, gender identity or expression, sexual orientation, age, or any other characteristic protected by federal, state or local laws. This applies to all terms and conditions of employment.

To Apply: Email: [scholarships@victoriasvictory.org](mailto:scholarships@victoriasvictory.org) with a cover letter and resume.

**LOCATION JOB TYPE**

Stratham, NH Full Time

**SALARY RANGE**

$50,000 - $55,000

**BENEFITS**

Benefits Stipend

IRA Investment

Professional Development

**Why Choose to Join the VVF team:**

Join the growing team at Victoria’s Victory Foundation that works to make an impact on those living with mobility disabilities. Founded in 2017, VVF is a 501c3 nonprofit dedicated to easing the financial burden for those with mobility disabilities by providing products and services not covered by traditional insurance.

The Victory Scholarship program is the core of the mission. VVF is looking to expand the free programs offered to the mobility disabled community. This role will help with efficiency and execution for all programs offered by the foundation.

Victoriasvictory.org