



JOB TITLE

Content Planner & Manager
Full Time/Hourly/Non-exempt

POSITION OBJECTIVE

The Content Planner & Manager helps to manage the organization's content marketing strategy including the formatting, production, and publication of digital content and resources for nonprofits and ensures that information flows accurately and efficiently through the organization. This individual also assists the partnership director by fostering the seamless facilitation of information and assets and oversees data reporting for partners and sponsors of Nonprofit Hub and Cause Camp content.

ABOUT THE ORGANIZATION

Do More Good (DMG) is a thought leadership and educational 501(c)3 organization that creates, curates and manages a collection of content, events and experiences that help nonprofits move from good to growth. DMG and Nonprofit Hub are two separate brands that work in partnership to curate and create educational content to help nonprofits grow awareness and support to grow their mission. Combined, we reach over 50,000 nonprofits each week with content, resources, and referrals to the sector's top service providers. We host a membership-based platform offering content, training, networking, and other opportunities to nonprofit organizations and corporations that are seeking to partner with nonprofits.

Core Values:

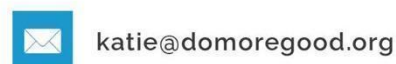
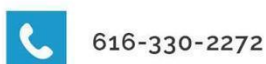
Delightfully Empowered | Whether through unexpected value, exceptional experience, or revelation, we aim to delight and empower our audience and stakeholders.

Thought Leadership | We provide authoritative, inspiring, and easily consumed knowledge on the nonprofit sector's most prevailing questions or problems.

Others-Centric | Everything we do is about others. Audience members, speakers, contributors, sponsors, or vendors are all our valued stakeholders whose success reflects back on us. In all we do, big and small, every day or extraordinary, we aim to set others up for success - including our fellow team members.

Consistently Increasing Excellence | We not only expect excellence, we pursue raising the bar on what is considered excellent in all we do.

Unabashedly Ambitious | This organization thrives on a drive to serve nonprofits. We feel no shame in going beyond conventional or expected methods to delight and equip our audience.





ROLES + RESPONSIBILITIES

- Assists Partnerships Director in managing partner and business member accounts including responding to inbound inquiries, overseeing contracts, and collecting and processing performance data.
- Ensure that sponsored content assets are received and posted in a timely fashion with thorough communication to all involved parties.
- Answer questions and provides direction to partners and audience members with expediency and accuracy.
- Oversee the production of all non-member-specific audience correspondence including the weekly newsletter, webinar emails, special announcements, and Cause Camp.
- Coordinate with the ED, Partnerships Director and Member & Marketing Engagement Specialist to ensure audience communications are properly timed and spaced for optimal engagement.
- Track performance of all audience correspondence as required for the L10 weekly meeting.
- Research, strategize and test variables to improve engagement of all digital channels overseen: email, website, and webinars.
- Prepare/post/administer and occasionally host webinars.
- Assist in the production, management and logistics of Cause Camp and other special events throughout the year.

REQUIRED SKILLS + QUALIFICATIONS

- Excellent written and verbal and communication skills
- Familiarity with SEO and email marketing strategies
- Familiarity with short form copywriting and content marketing strategy
- Proficiency with the following platforms and software tools is necessary for this position:
 - WordPress (Divi Builder)
 - CRM software, i.e., Active Campaign
 - Google Suite (Gmail, Drive, Sheets, Docs, Presentations)
 - Social Media- LinkedIn, Facebook, Instagram, Twitter, TikTok
 - Trello (preferred)
 - Slack (preferred)
 - Loomly (preferred)
 - InDesign and Adobe Photoshop (preferred)
 - Canva (preferred)
- Possession of problems solving skills and the ability to look at a project from various angles
- Must be able to work independently and remotely with limited supervision

DESIRED EDUCATION & EXPERIENCE

- A degree in marketing, public relations, business, communications, public administration or related field is desired.
- Experience in nonprofit management and/or membership associations
- Knowledge of Entrepreneurial Operating System (EOS)



SALARY + BENEFITS

Salary based on experience
2 Weeks Paid Vacation
5 Wellness Days (excused absence)
Insurance Reimbursement Stipend
Simple IRA with matching funds up to 3% of gross income
Remote Work and flexible hours

WORKING CONDITIONS

This is a remote (work from home) position that will require occasional travel for in-person meetings and events. This role requires a high level of responsibility and ability to work in a fast paced environment with competing deadlines. Team size is <5 which allows for creativity, innovation, and inherent leadership opportunities beside other rockstars.

Do More Good is a remote operation where team members can work from anywhere. The team's core working hours are 10:00 a.m. EST - 4:00 p.m. EST. In order to ensure that meetings are able to be easily scheduled and communication is easy, all employees are encouraged to schedule time to work during these hours.

COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITIES

Do More Good (and Nonprofit Hub, a subsidiary of Do More Good) are committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

APPLICATION INSTRUCTIONS

Interested applicants should send resume, cover letter, and three professional references to info@nonprofitshub.org

