Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires underserved students to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background. SVEF has an established legacy of providing proven STEM programs and being profoundly committed to empowering students to graduate high school career and college ready. The impact of our work is evident in our strong partnerships with districts and donors in closing the achievement gap and the creation of a workforce that has the skills to meet 21st century needs.

**Position: Marketing, Communications & Development Coordinator**

Join the SVEF team in a critical role to deliver our message by coordinating and implementing marketing/communications projects across all departments. Reporting to the Chief Development and Innovation Officer, this position is part of a growing team. This is a dynamic role with the ability to expand into greater development and external fundraising opportunities.

**Primary Duties & Responsibilities:**

**Strategic Planning & Leadership**

- Implement branding and marketing strategy in collaboration with SVEF teams.
- Provide support in the implementation of strategic initiatives to continually refine and improve SVEF education initiatives while meeting measurable goals and objectives.
- Serve as the primary point person for event management, volunteer recruitment and related external relations

**Operations Management**

- Develop and communicate a marketing implementation plan with specific goals, time frames and resource requirements.
- Create content and implement all social media, website, eNews/email marketing, print media, internal/external communications, annual report, storytelling and collateral materials that convey SVEF’s mission.
- Monitor and report campaign metrics/analytics with measurable outcomes.
- Ensure consistent and responsive delivery of high-quality projects/services

**People Management**

- Support and engage in staff development programs to enhance skills and abilities to provide for professional growth.

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● Assist with volunteers to enhance the STEM workshops, especially with corporate employees.

**Fundraising**
● Assist the fundraising team by providing/organizing background information, photos, and other assets for SVEF’s grant proposals, campaigns, events, and special projects.
● Participate in SVEF’s efforts to identify, cultivate, solicit, engage, and retain donors.

**Qualifications**
● A Bachelor’s degree or equivalent experience required.
● At least 3 years in marketing, website management, graphic design, public relations/affairs, and/or related communications/media experience.
● Demonstrated written and verbal skills to communicate, influence, negotiate, coach, inspire and motivate
● Demonstrated project planning and coordination skills in delivering marketing materials, with strong decision-making and problem-solving skills overall.
● Demonstrated proficiency with social media platforms (Facebook, Twitter, Instagram, LinkedIn) using HootSuite. Knowledge of livestream video techniques preferred.
● Demonstrated proficiency with WordPress, Adobe Photoshop, Adobe Illustrator, Canva, and/or other graphic/web design tools. Knowledge of basic video editing tools preferred.
● Demonstrated proficiency with Campaign Monitor, Constant Contact, and/or other digital marketing tools. Knowledge of Click & Pledge and/or Salesforce preferred.
● Demonstrated commitment to the mission of SVEF
● Willingness to learn and evidence of a strong work ethic as part of a team
● Ability to work independently and without direct supervision
● Experience in development, external relations, and grant writing preferred
● Business, nonprofit and sales skills experienced preferred

**Preferred Start Date and Salary Parameters**
Position available immediately, salary and benefits package commensurate with experience.

**Application Process**
Must submit cover letter and resume to hr@svefoundation.org

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