



OPEN POSITION ANNOUNCEMENT
Marketing Communications Manager
Administrative Office
1.0 FTE

Purpose:

This position is responsible for researching, writing, and measuring the impact of internal and external communications to enhance services and promote involvement and investment of the community and persons directly involved with the organization. This position supports the Executive leadership team in planning and executing internal and external communications.

Education and Experience:

- Bachelor's degree in communications, marketing or related field preferred.
- Experience in managing, measuring the impact of internal and external communications.
- Experience with production of online communications, including email software, content management systems (CMS), and social media community management tools are required.
- Non-profit experience preferred.
- Valid Class "D" Driver's License

Other Requirements:

- Must not be actively receiving services from Guild Incorporated and must not have received services within the last two years.

Key Responsibilities:

- Responsible for the development of marketing communications strategy to maximize organizational effectiveness and strength and advance the mission of the organization.
- Responsible for the preparation of speeches, letters, promotional materials, email/website content and other forms of communication for internal and external needs as assigned.
- Assist in establishing the annual fundraising plan, integrating the marketing communications calendar to assure coordinated activities and a manageable plan.
- Manage the development and performance of assigned employees to assure optimum use of resources.
- Promote an inclusive, diverse, culturally competent and respectful work environment.

About Guild Incorporated:

Guild Incorporated helps individuals with mental illness lead quality lives. We provide an array of recovery-focused, community treatment and rehabilitation services for individuals 16 and older who have serious mental illnesses such as schizophrenia, schizoaffective disorder, and bipolar disorder. On any given day, Guild staff serves nearly 900 individuals in the Twin Cities metro area. Services are mobile, provided in the community when and where needed.

Position closes on Tuesday, May 28, 2019, at 4 p.m.

To Apply:

Please e-mail your cover letter and resume to: employment@guildincorporated.org

Fax: 651.450.2221

Mail: Guild Incorporated
Attn: Human Resources 130 South Wabasha St., Suite 90
Saint Paul, MN 55107

Visit: www.guildincorporated.org

Guild Incorporated is an Affirmative Action and Equal Opportunity Employer.