



## **Marketing and Development Coordinator**

TAMEST (The Academy of Medicine, Engineering and Science of Texas) is the state's premier scientific organization, composed of more than 300 Texas-based members of the three National Academies (National Academy of Medicine, National Academy of Engineering and National Academy of Sciences), the Royal Society and the state's 10 Nobel Laureates. TAMEST brings together the state's brightest minds in medicine, engineering, science and technology to foster collaboration and to advance research, innovation and business in Texas.

### **Job Description:**

Serves as the primary coordinator for communications, marketing and development efforts for a not-for-profit scientific research organization. The ideal candidate will be a self-starter with keen ability to exercise initiative and juggle multiple responsibilities.

### **Job Details:**

#### **Responsibilities**

Responsible for writing and tracking monthly newsletters, writing news articles and media relations materials including press releases. Creates content and manages design for digital and print materials (flyers, brochures, programs). Manages all social media accounts. Creates content for all platforms ensuring uniform content and tone of voice for each.

Creates copy for fundraising appeals, personal solicitation letters, sponsorship proposals and donor acknowledgements. Manages and maintains donor database to include basic donor information, donations and donor acknowledgements. Utilizes database to pull reports, mailing lists and donor records to assist in fundraising efforts. Ensures donations are accurately accounted for in database.

Provides administrative support for special events including data management, mailings, marketing and other communication initiatives.

### **Required Qualifications**

Bachelor's degree. Two to five years of experience in communications and fundraising programs. Proven writing and editing skills with a passion for storytelling. Active participant in various forms of social media with a track record for delivering as well as knowledge of communications strategies and best practices. Experience working with databases and confidential information. High degree of proficiency in computer applications, including Microsoft Office. Demonstrated excellent organizational skills with attention to detail. Excellent verbal, written and interpersonal communication skills. Ability to interface effectively with a wide variety of people. Experience working in a diverse environment, maintaining customer

focus and implementing continuous quality improvements. Must be able to work well under pressure and with deadlines, independently and without day-to-day supervision. Demonstrated ability to work effectively in a team-oriented environment. Equivalent combination of relevant education and experience may be substituted as appropriate.

**Preferred Qualifications**

Experience with Salesforce customer relationship management database system. Skills in graphic design and/or photography will also be beneficial to this position.

**Salary Range**

\$40,000-\$50,000

**Working Conditions**

May work around standard office conditions. Repetitive use of a keyboard at a workstation. This position may have occasional irregular work hours and off-site meetings. TAMEST holds an annual conference in January that requires overnight stay for a period of at least four days.

**Required Materials**

- Resume/CV
- Letter of interest
- List of references

**To Apply**

All applicants must submit the required materials through The University of Texas at Austin's job search for external applicants' website: <https://tinyurl.com/tamest-mardevcoor>

No phone calls, please.