

# Marketing & Communications Project Coordinator Job Description



3000 Woodcreek Dr., Ste. 310  
Downers Grove, Illinois 60515

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[dupagefoundation.org](http://dupagefoundation.org)

**Position:** Marketing & Communications Project Coordinator

**Status:** Part-Time, Non-Exempt

**Supervisor:** Director of Donor & Community Engagement

**Summary:** This position will support DuPage Foundation's marketing and communications endeavors and act as a key liaison with its marketing and communications agency partner. The ideal candidate is passionate about our community and the nonprofit sector, has worked to coordinate projects in partnership with an external agency, and is comfortable managing multiple projects at the same time. This is a part-time role ranging between 20-25 hours per week in our Downers Grove office.

**Organization:** DuPage Foundation is DuPage County's champion for philanthropy. As a 501(c)(3) public charity, we bring together people, knowledge, and resources to address our community's greatest challenges and opportunities through collective impact. We also help people and organizations build permanent charitable endowments for our community and support their favorite causes and charities efficiently and effectively. Since our inception, we have grown to more than \$150 million in assets and granted more than \$100 million to nonprofits throughout DuPage County and beyond.

## **Responsibilities:**

- Plan and manage schedules that fit each project's scope and budget.
- Facilitate creative project kickoffs and serve as primary Foundation contact with our agency partner.
- Coordinate multiple projects concurrently and at various points in the project lifecycle.
- Track progress on jobs and deliverables, clearly and timely communicating any issues, delays, or changes in scope with the staff team and agency partner.
- Track and analyze success metrics to ensure projects are on target and meeting campaign goals.
- Work collaboratively with Foundation staff, volunteer leaders, and the agency partner to ensure the Foundation's brand identity and creative deliverables align to guidelines.
- Develop and maintain relationships with Foundation stakeholders.
- Assist with recurring updates to Foundation platforms including web, email, and socials.
- Assist with the tracking and management of key metrics across channels.
- Maintain quality standards across the production of all creative work.
- Provide administrative support for and attend Marketing Committee meetings and other meetings and events as requested. (Will include some occasional activities on evenings and weekends.)

### **Qualifications:**

- Bachelor's degree in Communications, English, Journalism, Marketing, or a related creative field.
- Nonprofit experience preferred; knowledge of DuPage's philanthropic landscape a plus.
- Ability to build trusted relationships internally and with key stakeholders and to be an effective Foundation ambassador among diverse constituents within the community.
- High degree of initiative and the ability to manage projects from start to a successful and timely finish.
- Able to meet deadlines while prioritizing and managing multiple projects simultaneously.
- Excellent editing and proofreading skills.
- Experience managing a marketing/creative agency relationship.
- Proficiency in Office Suite, Canva, and Constant Contact, Mail Chimp, or similar e-marketing software.
- Familiarity with social media platforms and content creation (esp. Facebook, LinkedIn, and Instagram).
- Familiarity with Adobe Creative Suite and Wordpress a plus.
- Willingness to occasionally work some evenings and weekends.

### **Example Projects and Priorities:**

As Marketing & Communications Project Coordinator, you will be responsible for supporting a variety of interesting projects such as:

- The migration of our email service provider from one platform to another.
- Managing the development of print collateral including sourcing content, keeping design on track, and working to print schedules.
- Providing ongoing maintenance and updates to our website and social media channels.
- Supporting communications efforts including the development of our annual report, newsletters, distribution lists, and presentation materials.
- Analyzing content and communication metrics and sharing them with staff and stakeholders.
- Foundation website redesign and redevelopment.

### **Similar Roles and Job Titles Related To This Opportunity:**

- Traffic Coordinator
- Producer
- Creative Services Coordinator
- Marketing Coordinator

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**To Apply:** Email a PDF résumé and cover letter with “Marketing & Communications Project Coordinator Position” in the subject line to Hiring Manager at [apply@dupagefoundation.org](mailto:apply@dupagefoundation.org). Applications will be considered under the strictest of confidence. **NO CALLS PLEASE.**

**Hiring Policy:** DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, pregnancy, or any other legally protected status.

***The DuPage Community Foundation d/b/a DuPage Foundation raises the quality of life throughout DuPage County by fostering philanthropy, connecting donors to area needs, and building community partnerships.***