



**Title:** Marketing & Events Manager

**FLSA Status:** Exempt

**Reports To:** Chief Impact Officer (CIO)

**Department:** Development & Communications

**Salary:** \$75,000–\$80,000 (Based on experience)

**Location:** Seattle, WA (Hybrid – Minimum three in-office days/week required)

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## **ABOUT UPLIFT NORTHWEST**

Uplift Northwest (ULNW), formerly the Millionair Club Charity, is the go-to staffing and support services organization serving the greater Seattle area for over 100 years. Our mission is to guide individuals on their path to self-sufficiency by providing employment, job readiness services, and support.

**Vision:**

A thriving Puget Sound community where everyone is stable, self-sufficient, and has access to gainful employment.

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## **POSITION SUMMARY**

The Marketing & Events Manager is responsible for leading community-facing initiatives that build awareness, grow donor engagement, and elevate ULNW's brand. This role combines strategic relationship-building with creative storytelling, events management, and marketing execution. The ideal candidate is both a planner and a doer—someone who can design and deliver compelling experiences, campaigns, donor and participant stories, and collateral that activate donors, partners, and community supporters.

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## **KEY RESPONSIBILITIES**

### **Events Management**

- Lead planning and execution of key fundraising and community engagement events, including the annual Empowerment Luncheon, donor appreciation gatherings, and open houses.

- Collaborate with internal staff and external vendors on logistics, promotion, and follow-up strategies to maximize attendance and fundraising impact.
- Oversee event volunteers and team roles, ensuring seamless execution and guest experience.
- Develop event collateral including signage, programs, and presentations in alignment with brand guidelines.

## **Marketing & Communications**

- Create compelling print and digital content for campaigns, events, and general awareness—including flyers, newsletters, social media posts, and branded materials.
- Manage a consistent and strategic content calendar for email (Mailchimp), website updates, and social media (Instagram, Facebook, LinkedIn).
- Monitor performance analytics and adjust strategies to improve reach, engagement, and conversions.
- Ensure brand consistency across all communications platforms and external materials.

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## **QUALIFICATIONS**

- Demonstrated commitment to ULNW’s mission and values.
- Minimum 2 years of relevant experience in donor relations, marketing, or events within a nonprofit or mission-driven environment.
- Proven success planning and executing events that raise \$300K+.
- Strong understanding of donor databases (Salesforce preferred), and digital tools such as Canva, Mailchimp, and major social platforms.
- Excellent interpersonal, written, and verbal communication skills.
- Detail-oriented, organized, and skilled at managing multiple priorities.
- A collaborative, self-motivated team player who thrives in a hybrid and fast-paced environment.
- Based in the Seattle area and available for occasional evening and weekend events.

### **Preferred:**

- Photography or short-form video editing skills for content creation.
- Familiarity with nonprofit storytelling and donor-centered marketing.

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## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to sit, talk, and use hands. Occasionally may need to lift up to 30 pounds. The work environment is a typical office setting with moderate noise levels.

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## **BENEFITS**

- Medical, Dental, and Vision Insurance
  - Retirement Plans with Matching Program
  - Generous Paid Holidays, Vacation & Sick Leave
  - Paid Parking or ORCA Card
  - Annual Bonus Incentive Based on Goals
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## **TO APPLY:**

Please send a resume, cover letter, and 2–3 examples of your marketing or design work (or a portfolio link) to [Shamas@upliftnw.org](mailto:Shamas@upliftnw.org).