



333 Sheridan Avenue, Albany, New York 12206
Tel. 518-463-3175 Fax 518-463-3-8185
www.albanycap.org

Employment Opportunity

THE POWER OF CHANGE

ANNOUNCEMENT DATE: August 27, 2010

POSITION TITLE: Marketing and Development Specialist

DEPARTMENT / LOCATION: Marketing and Development

RESPONSIBILITIES: Reporting to the Director of Marketing and Development, this position supports all activities related to marketing, public relations, fundraising, database management and special events. Conducts research, writing, and management of data to ensure the accuracy and smooth daily operations of the agency's marketing and development efforts.
Marketing responsibilities will include: Drafting of marketing copy, management and distribution of promotional materials; maintenance of website, social media sites, media relations, press clipping and media contact database; development of press releases for the media and follow up on media requests; Conducting research on potential partnerships with local businesses and other community and faith-based organizations
Development responsibilities will include: Maintaining the constituent-relationship management database and donor records; Researching and tracking foundation and government grant announcements and requests for proposals; Drafting grant proposals, donor and sponsorship solicitation and acknowledgement letters; coordination of event logistics, vendors, mailing lists and RSVPs for 1-2 special events held annually, assisting in the development and planning of other cultivation and outreach events for the agency.
Responsible for general administrative work as needed.

QUALIFICATIONS: Bachelors degree in related field is required, Master's Degree preferred
Minimum of 2-3 years of marketing and/or public relations experience. Excellent writing skills and strong organizational and project management skills required. Experience in working with databases and in working with graphic design and web programs such as Adobe InDesign, Photoshop, Illustrator, DreamWeaver preferred. Good public speaking skills desired. Must have the ability to work well with volunteers and diverse communities. Knowledge of the non-profit community is a plus
May also be required to possess, and have ability to maintain a valid driver license.

PAY RATE / BENEFITS: \$ 31, 218 (Grade 15)
Health & Dental; Vacation, Sick, Personal Leave; Holidays; Educational Assistance; 403(b)

CLASSIFICATION / HOURS: Exempt, Full-time (40 hours per week) Some evening and weekend hours may be needed during special events and outreach opportunities.

APPLICATION DEADLINE: Submissions accepted until positions are filled.

APPLICATION PROCEDURE: Please send a cover letter, current resume and two professional writing samples to:
Albany Community Action Partnership, Human Resources
333, Sheridan Avenue, Albany, NY 12206
FAX: (518) 463-8185
E-MAIL: HR@albanycap.org
Selected Candidates will be contacted for interview.
No Phone Calls Please

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**PLEASE POST
PROMINENTLY**

**ACAP is an Equal Opportunity
Employer -- EOE/M/F/D/V
Alcohol/Drug Free Workplace
(pre-employment drug screen
and background check required)**
