



## Development Marketing Assistant Development & Marketing Department

<b>Job Title:</b>	Development Marketing Assistant
<b>Department:</b>	Development & Marketing Department
<b>Reports to:</b>	Marketing Manager
<b>FLSA Status:</b>	Full Time, Hourly, Non-Exempt

### About Miracles for Kids:

Miracles for Kids helps families with critically-ill children battle bankruptcy, homelessness, hunger and depression so they can concentrate on fighting for their child's life.

Miracles for Kids is one of the only organizations on the West Coast that provides monthly financial assistance, subsidized housing, mental health services and wellness activities to families with a critically-ill child. The services help create stability when families are crumbling from the financial and emotional devastation of fighting for their child's life. Founded in 2002, Miracles for Kids has a main office in Irvine, CA and a subsidized housing complex, Miracle Manor, in Orange, CA. To learn more about how Miracles for Kids has joined forces with parents and loved ones, visit [www.miraclesforkids.org](http://www.miraclesforkids.org).

### Job Overview:

The Development Marketing Assistant is responsible for providing support to the Development & Marketing Department with a primary focus on community engagement events and campaigns, social media marketing, event marketing, research, inventory control, and procurement for silent and live auctions. This entry-level position is a great opportunity to gain experience in a variety of event, campaign, and marketing-based initiatives in support of a larger goal to develop the Miracles for Kids brand reach and footprint within the community and beyond – all while benefitting families and children in desperate need.

### Job Duties:

- **Event Marketing** – Assist with the set up, execution, and breakdown of brand elements at community and signature events to help ensure proper brand stamp and experience
- **Social Media** – Help generate content, assist in maintaining ongoing editorial calendar, gather stats and reports, and provide support in the general management, monitoring and interaction of the Miracles for Kids brand within Facebook, Instagram, Twitter, and LinkedIn
- **Market Research** – Assist in researching products to ensure Miracles for Kids efforts are on par with industry trends and best practices
- **Writing and Copyediting** – Create and perfect various forms of marketing and fundraising communications
- **General Branding** – Organize and archive press clippings, photography database, photobooks, etc
- **Event Support** – Attend key Miracles for Kids events to assist with branding aesthetics and capturing photos
- **Development Support** – Assist in outreach efforts including mailings, emails, and other stewardship efforts as well as fostering existing corporate partnerships

### This Job Is for You If You:

- Are passionate about doing something you love for a cause you believe in
- Enjoy event set up, logistics and management and have an eye for detail
- Are organized, hardworking and willing to roll up your sleeves with a team you can have fun with
- Are a deadline-driven, self-starter with an analytical mindset and problem-solving ability
- Can communicate effectively with your co-workers, external donors and volunteers
- Proficient in Microsoft Office (Word, Excel and PowerPoint) and willing to gain experience in new systems, including MailChimp, Word Press, Research Point / Wealth Engine, InDesign and Photoshop
- Have an interest in marketing/communications and developing related skills
- Have an interest in development and relationship building
- Are seeking a position that provides professional growth while also giving back to an underserved segment of our community in great need

**Work Environment:**

Full-time at the Miracles for Kids office in Irvine, CA

Occasional evening and weekend hours

**Interested? Apply Today!**

- Please email your cover letter and resume to [info@miraclesforkids.org](mailto:info@miraclesforkids.org)
- In your cover letter please explain why this position appeals to you and indicate your hourly wage expectations

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.*