



The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community as well as all communities in need.

ESSENTIAL FUNCTIONS

Core to our work is building relationships among the people we serve, solidarity with other organizations and corporate allies, and connections with current and potential supporters. The Marketing and Communications Manager will foster relationship-building by developing written communications and social media that publicizes our work, events, and social justice mission to internal and external audiences. The position will also support development/fundraising initiatives by designing our social-media network in a manner that allows our website and Facebook platforms the opportunity to become active and successful development/fundraising tools. They will report directly to the Executive Director and collaborate with United Indians staff as needed.

DUTIES AND RESPONSIBILITIES

- Work with development team and all program managers to plan and implement web-based marketing strategies and campaigns via the organization's website, social media, and all other online related platforms and products.
- Collaborate with development staff and program managers to develop and design Individual program pages, and provide guidance to program managers on program description and website presence.
- Develop and expand United Indians family of programs web presence through social media, email, web advertising, and other online sources. Promote organization's brand through all available web-based channels.
- In collaboration with development staff, draft, implement, maintain, and revises online fundraising and online membership campaigns to drive members and unrestricted revenue to the organization.
- Collaborate with web design, development, and content staff to monitor and improve search engine optimization (SEO) results for the organization's sites and all web-based platforms.
- Maintain current knowledge of trends and developments in online marketing.
- Assists with budget preparation for marketing department.
- Perform other related duties as assigned.

Marketing and Communications Manager

Job Title

5011 Bernie Whitebear Way
Seattle, WA 98199

Location (address)

\$68,000.00 - \$72,000.00 annually

Wage

Full-Time

Schedule

Medical Insurance / Dental
Insurance / Vision Insurance / Paid
Vacation Leave / Paid Sick Leave /
Paid Holidays / Employee Assist
Program

Benefits



QUALIFICATIONS

- BA Preferred with a minimum of three years’ experience in digital marketing, web-design related field.
- Demonstrable experience leading and managing SEO/SEM, marketing database, email, social media and/or display advertising campaigns.
- Highly creative with experience in identifying target audiences and devising digital campaigns that engage, inform and motivate.
- Experience in optimizing landing pages and user funnels.
- Experience with A/B and multivariate experiments.
- Solid knowledge of website analytics tools (e.g., Google Analytics, WebTrends)
- Working knowledge of ad serving tools
- Familiarity with Native communities and history is a plus.
- Excellent scheduling and time management skills.
- Completed up to date COVID vaccination or acceptable exemption.
- Must pass background check.

AMERICANS WITH DISABILITY SPECIFICATIONS PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must also be able to drive during the day time and at night. When visiting client homes, driving to the office, and driving to outreach and group connection events, the employee may be exposed to a range of King County weather conditions and changing noise levels. The noise level in the office work environment is usually moderate.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. United Indians of All Tribes Foundation is an at-will employer.

<u>Hiring period</u>		<u>To Apply</u> Complete our employment application . For questions please email our HR team at jobs@unitedindians.org United Indians of All Tribes Foundation is an Equal Opportunity Employer
Starts: 5/16/2023	Ends: UNTIL FILLED	
Active recruitment for this position will not begin until the period outlined above. Applicants are welcome to submit application documents before hiring period.		