



# Nonprofit Nav Marketing Coordinator

Job Description | 2025

## Position Description

Nonprofit Nav is a nonprofit consulting company that serves a variety of organizations from local grassroots movements to national and international foundations, associations, and charities. Our services include strategic planning, communications audits, feasibility studies, campaign planning, governance consulting, and more.

The Marketing Coordinator is a client-facing, tech-savvy individual who loves marketing and communications. This individual will be responsible for activities that elevate Nonprofit Nav's brand and service to clients. The activities assigned to this position include:

- Social media management
- Research
- Proposal preparation
- Prospecting
- Networking and participation in conferences, exhibiting activities, and groups
- Marketing activities

## Position Specifications

This is a part-time, remote position based in Michigan. Domestic travel may be required about 2-3 times per year.

Approximate Weekly Hours: 20-25

Weekly Schedule: T-F, with typical hours falling between 8:00AM and 3:00pm

Hourly Rate: \$22.00 + Bonus for New Client Engagements

***NOTE: Virtual assistant companies and similar multi-client operations will not be considered for this role.***

## Desired Education

A high school diploma is required. Higher education is preferred, especially for those in business, nonprofit management, marketing, or other related field.

## Desired Skillset

A successful candidate will be a **self-starter** who can understand and master technologies and new skills quickly. The ideal candidate will have some experience in the nonprofit sector and a desire to build a career in or serving cause-related organizations. Other required skills include:

- Design aptitude. Ability to use Canva or similar to produce graphics for social media, presentations, and formatting documents and proposals
- Ability to produce error-free documents and proofread for other team members
- Thorough knowledge of social media platforms and post-types, specifically including LinkedIn, YouTube, and Instagram
- Experience managing multiple projects simultaneously and tracking progress
- Strong communication skills, including the ability to communicate clearly and concisely
- A natural networker who can demonstrate confidence and comfort representing themselves and the Nonprofit Nav organization
- A proactive approach to completing tasks and working ahead of expectations

Technology Experience (the ideal candidate will have comfort using the following)

- Google Suite (Sheets, Doc, Slides)
- Canva
- Zoom
- GMail
- Slack
- Miro Board (preferred, not required)
- Survey Monkey (preferred, not required)
- Trello (preferred, not required)
- HubSpot (preferred, not required)
- Wordpress (preferred, not required)

## Nonprofit Nav Values

### Relevancy

It's difficult to provide guidance to the sector when you're no longer in it. Our team engages in board service, volunteerism, and contract leadership to keep our relevance.

## **Simplicity**

Trending lingo, the latest theories, and strategic fads are lost on us. We use what works and what can be easily understood by our clients. Everything else is for scholars. We're practitioners.

## **Raising the Bar**

We don't just aim to set the bar; we attempt to raise it with every engagement. We are competing with ourselves.

## **Always Learning**

We have something to learn from each person we interact with - especially our clients. The things we have figured out may need to be refigured tomorrow. It's ok, we're committed to always learning.

## **Demonstrated Confidence (Not Declared)**

Our introductions will never take the air out of the room. Our confidence is demonstrated by our intellect, belief in our systems, and familiarity with the sector. We don't feel the need to declare it.

## **It's Not About Us**

We believe our gifts are being stewarded for a greater purpose. God and our clients get the glory. We get the honor of supporting their work.

## **Nonprofit Nav Diversity Statement**

Nonprofit Nav believes all individuals have the power to create positive change in the world, and no one group or individual is more or less powerful or valuable in this regard. We believe that the greatest innovations arise from collaborations where there is diversity, acceptance, and equity. We are an equal-opportunity employer.

## **How to Apply**

Interested candidates can send their resumes, including employment references (2-3), to [info@nonprofitnav.com](mailto:info@nonprofitnav.com).