



Position Available: Marketing and Partnerships Manager

Opens: November 9, 2020

Closes: December 1, 2020, for first consideration

Position Available: January 1, 2021

The National Girls Collaborative is a private, nonprofit organization with funding from federal and state government, private foundations, corporations, and individuals. Our vision is to bring together organizations throughout the United States that are committed to informing and encouraging girls to pursue careers in science, technology, engineering, and mathematics (STEM). For information about the National Girls Collaborative, visit <https://ngcproject.org>.

POSITION DESCRIPTION

The Marketing and Partnerships Manager will support our ongoing STEM and equity projects with community and educational partners. This position will lead outreach, partnership, and marketing of the [IF/THEN Collection](#) to NGC's community. The Collection is the largest free resource of its kind dedicated to increasing access to authentic and relatable images of real women in STEM. Our ideal candidate has excellent relationship-building and marketing skills, with experience cultivating and supporting partnerships.

Specific responsibilities include but are not limited to:

- Engage NGC community and STEM organizations to use the IF/THEN Collection and its assets in their programs and activities.
- Lead the development of outreach plans and supporting partnership materials.
- Manage outreach campaigns and other targeted partnership efforts.
- Create joint marketing plans with NGC community and educational partners.
- Coordinate grant program and evaluation with NGC state collaboratives.
- Develop and share out reports tracking success, adjusting outreach/marketing tactics to drive wide and deep usage of IF/THEN Collection assets.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- 3-5 years' partnership outreach/marketing experience.
- Degree in marketing, communications, science, technology, and/or STEM education.
- Excellent verbal and written communication skills.
- Self-starter with strong organizational and relationship-building skills.
- Ability to work with both technical and non-technical individuals.
- Resiliency to handle shifting priorities and ability to maintain demeanor in high-intensity situations.
- Demonstrated capacity to operate independently in a remote-working environment.

WORKING CONDITIONS

The Marketing and Partnerships Manager position is remote based, with a flexible work schedule, reports to the Director of Digital, and may require occasional onsite meetings in Seattle, WA. Some travel for conferences and events may also be required.

COMPENSATION

This is a full-time position, 36 hours per week. Compensation is annual salary range of \$55,000-\$65,000, contingent upon experience, education, and skills. Benefits are included.

APPLICATION PROCEDURES AND DEADLINE

Applicants are required to return a cover letter addressing the required qualifications and a resume with a minimum of three references by October 23, 2020, for first consideration. Applications received after that date will be considered until the position is filled. Materials must be sent to:

Email: jobs@ngcproject.org

Subject line: Marketing and Partnerships Manager

The National Girls Collaborative provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.