



Nonprofit Marketing and Fundraising Contractor Job Description

Are you an organized, professional, and efficient individual with a lot to offer and a desire to make a difference – but you also only want to work a few hours a week to be able to spend more time with your family? This position is for you! Mary Catherine Marketing is a small, independently owned company in Lincoln, NE, that specializes in marketing with a fundraising perspective for small to medium nonprofit organizations throughout the country. With family/work-life balance being a key pillar for the company, Mary Catherine Marketing provides competitive wages and super-flexible work schedules for contract employees to allow time to experience “the best of both worlds.”

The Nonprofit Marketing and Fundraising Contractor will receive weekly to bi-weekly work assignments, usually totaling approximately 3-5 hours of work per week. The contractor will work independently on projects and submit the finalized pieces for review/edits upon completion. Guidance from the supervisor is always available if/when needed. From time to time, “rush projects” may be offered with quicker turnaround times requested. These projects would have hourly wage increases included as an incentive to meet the deadlines.

Projects range from writing, to design, social media creation, conducting interviews, and more. A particular area of need is expertise and proficiency in Adobe InDesign and Illustrator, as well as Canva.

This position will be nearly 100% remote with occasional in-person meetings from time to time. The contractor will be a 1099 contract employee responsible for paying all federal and state taxes. Hourly contract wages are competitive starting at \$20/hour with the potential for incremental increases based on experience.

If think you have what it takes and you want to stretch yourself professionally, feel good about the work you do, and still have plenty of time available to devote to your family, please review the Job Responsibilities and Requirements. Qualified applicants should submit a resume, cover letter, and 3-5 examples of work to mary@marycmarketing.com.

Questions? Contact Mary Sweeney at mary@marycmarketing.com or 402-202-0193.

Job Responsibilities

- Act as a 1099 independent contractor for an average of 3-5 hours per week with the ability to ramp up to 10 hours if/when needed from time to time (no more than 4-5x/year).
- Work independently, with direction from supervisor, to write, design, and do layout for various marketing and fundraising pieces including postcards, eblasts, appeal letters, newsletters, social media posts, videos, event signage, etc.
- Conduct interviews and write donor-facing pieces based off those interviews for fundraising appeals, newsletters (both print and electronic), social media, annual reports, and cases for support.
- Draft grant proposals and reports, as needed.
- Navigate multiple timelines and projects to deliver highly professional completed products by required deadlines.
- Maintain prompt and open communication with supervisor in a remote workplace environment.
- Honestly track hours and report them in a timely manner.
- Represent Mary Catherine Marketing professionally in any interactions with clients.
- Contractor will be required to sign a non-disclosure agreement to maintain the confidentiality of the donor information and intellectual property provided by various clients.
- Attend weekly paid Zoom meetings (30-60 minutes) to receive upcoming project assignments and report on current workload progress.

Requirements

- At least 2-3 years' experience working with nonprofit organizations
- Marketing and fundraising background or training
- Strong understanding of donor-centric writing, marketing, and design
- Familiarity with Canva, Adobe Creative Cloud products – specifically InDesign and Illustrator –all major Microsoft Office products (Word, Excel, PowerPoint, SharePoint, etc.), and Google Drive
- Personal subscription to Adobe InDesign and/or Illustrator, at a minimum
- Impeccable and efficient interviewing and writing skills
- Ability to work independently and deliver high quality, professional-looking products in a timely manner

Additional Preferred Experience

- Much of this position may be devoted to working with Catholic Newman Centers at colleges and universities throughout the country. As such, an appreciation and understanding of Catholic doctrine and evangelization is preferred.
- This role from time to time will work with organizations related to Down syndrome or marginalized youth, among others. An understanding and appreciation for inclusivity, person-first language, and individuals with special needs is preferred.