



*www.friendsofcaringsolutions.com*

## ***Milledgeville Marketing and Development Position Opening***

This role will be responsible for advancing our life-affirming efforts in Milledgeville through marketing and development related to clients and to partners. This role will offer leadership to staff and help share the story of impact in Milledgeville! This is a heavy part-time position that will work from the Milledgeville office.

### **Duties and Responsibilities:**

- Develop a comprehensive understanding of the ministry and be able to communicate the vision of the organization
- Represent the ministry at public gatherings (events, church fairs, chamber events, etc...)
- Speak at public events, meetings, church services, etc... on behalf of the ministry in Milledgeville
- Facilitate and execute the development of a marketing plan for the Milledgeville community
- Acquire, cultivate and enlist support for the organization's mission through public relations, partnership with churches, businesses, and partners
- Effectively, creatively, and consistently ensure that thanking and reporting efforts are executed to Milledgeville partners
- Host donor gatherings and tours in the Milledgeville office

### **Education/Experience:**

- Minimum 3-5 years of experience in sales, marketing, ministry, or related business work is required
- A minimum of an Associate's degree is required
- Experience in public speaking is preferred

### **Qualifications:**

- Active, growing personal relationship with Jesus
- Passion for life-affirming work and strong desire to see it advance
- Personal, professional and public integrity
- A "team-mindset" to contribute to and benefit from working together with the whole ministry in order to fulfill the organization's mission
- Effective public communicator
- Ability to take initiative and be proactive
- Ability to organize and prioritize work and manage multiple tasks in a collaborative setting
- Strong written and verbal communication skills
- Must be proficient in Microsoft Office and social media marketing efforts
- Must be comfortable interacting with staff and students on campuses

**Please submit cover letter and resume to:**  
[info@caringsolutionspc.com](mailto:info@caringsolutionspc.com)