



# Indiana Coalition to End Sexual Assault & Human Trafficking

Engage. Educate. Empower.

**Title:** Marketing and Events Manager

**Location:** Central Indiana, Metro-Indianapolis

## About us:

The Indiana Coalition to End Sexual Assault and Human Trafficking (ICESAHT), located in Indianapolis, is a nationally recognized and trusted leader in shifting culture, supporting survivors, and strengthening communities to prevent and end sexual assault and human trafficking.

## About the position:

The Marketing and Events Manager is responsible for managing ICESAHT's social media, public relations, event planning, presentations, graphic design, and marketing campaign support. Coordinating with the CEO, COO, and contractors, the Communications and Events Manager helps manage ICESAHT's public image, educational programs, and services visibility.

The Marketing and Events Manager demonstrates ICESAHT's excellence through creating engaging and academically rigorous training and events. The Director will manage, design, develop, coordinate, and evaluate ICESAHT's annual trainings, CORE 40 trainings, events, webinars, and statewide conference with the end result of providing attendees the continued education and knowledge to promote consistent, professional and trauma informed coordinated response to victims of sexual assault and human trafficking.

## What you will be doing:

- Play a central role in making sure all ICESAHT trainings, events, conferences, activities, and interests are well-publicized using multiple communication platforms, tools, and methods
- Plan, organize, and coordinate events such as trainings, conferences, and webinars. Attend events as needed as a representative of ICESAHT
- Produce and edit exciting and engaging marketing materials, presentations, and collateral pieces, both print and digital
- Prepare social media posts and create content for and maintain/update ICESAHT's websites
- Create and manage branded promotional materials
- Maintain conference, sponsorship, event tracking lists, and marketing database
- Manage the marketing and events budget
- Grant writing and grant management tasks
- Maintain program statistics and provide monthly, quarterly, and annual reports in compliance with funding requirements and objectives
- Participate in basic fund raising/development activities

## You have:

- A self-starter attitude and eagerness to manage a program without supervision
- Charisma, passion, and the advanced ability to communicate clearly and facilitate groups of any size, virtually or in-person
- The capability to develop, implement, and assess engaging and interactive evidence-based, educational programs and events
- Amazing graphic design and page layout skills
- Excellent written communication and editing skills
- 3-5 years of experience and a degree or relevant experience in education, digital marketing, digital communications, public relations, business, or another related field
- Social media and digital communications tools skills and knowledge at an intermediate level (e.g., Constant Contact/Mail Chimp, Adobe Creative Suite, Survey Monkey, etc.)
- The ability to create and maintain robust working relationships with various types of stakeholders and constituents—even those that may not share your views
- The ability to manage multiple projects simultaneously
- A survivor-centered, trauma-informed, and culturally sensitive approach
- An independent work ethic and you rock the details like deadlines, budgets, and grant reports
- The desire to solve process and administrative problems with technology
- Reliable transportation to travel statewide, when necessary

## Bonus points for:

- Previous non-profit experience
- Experience working with or speaking to the press or media
- Grant management and grant writing experience
- Supervisory experience

## What's in it for you?

- Pay range: (\$45,000 - \$55,000)
- Comprehensive benefits
- 401k match
- Flexible schedule and remote work opportunities
- Paid time off and 15 holidays
- A knowledgeable, passionate, and growing team dedicated to preventing and ending sexual assault and human trafficking in Indiana

**Send your portfolio, cover letter, and resume to [jobs@icesaht.org](mailto:jobs@icesaht.org). Feel free to include documents or links to any previous work that you think might help us learn more about you.**

*ICESAHT is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all. Please let us know if you need an accommodation during the recruitment process. Any information gathered relating to an accommodation will remain strictly confidential and will have no bearing on potential employment.*