



**Title:** Marketing/Communications Assistant

**Function:** Marketing & Communications

**Location:** Remote, Freelance, United States or Canada

**Reports to:** Marketing & Communications Lead

**Hours:** Flexible / Part-Time / 10-15 hours per month

**Relocation Support:** No

**Apply:** Please see the Join Our Team section of the [S. Sutton & Associates Inc. website](http://www.ssutton-and-associates.com) (www.ssutton-and-associates.com) and use the APPLY HERE button to upload your resume and cover letter consolidated into one document. Candidates will be contacted and interviewed on a rolling basis.

We are S. Sutton & Associates Inc. a philanthropic management consulting firm, serving nonprofit organizations and philanthropists. As dedicated specialists, we bring an understanding of best practices and experience across North and South America, Europe, Asia and the Middle East. Our decades of experience in all aspects of strategic planning, governance and fundraising enables us to provide ideal strategies and approaches to realize organizational success and the vision of leading philanthropists.

Built on an agency model, we draw upon a network of high performing technical experts to assemble customized Innovation Teams to meet each client's unique needs. Our Associates are freelance consultants who, at their discretion, accept consulting engagements and who have the flexibility to work full - or part-time and from any location they choose.

## **WHY JOIN US?**

You will be part of an international consulting firm led by recognized leaders in philanthropy. Through our unique Innovation Team Model, Associates of the firm:

- Accept consulting engagements as desired
- Benefit from an attractive compensation and incentive structure

- Revitalize their professional experience and profile
- Gain experience in State, Provincial and International markets
- Build an exciting alternative - or complement to - full-time employment

We are proud of what we have built and are even more excited about our future. If you are the right person, we are excited to share our opportunities and success with you. Our projects attract a large network of smart, team-oriented professionals drawn to an entrepreneurial and creative environment. We work hard together, play hard together, and we support Associates to be successful individually and as a team.

### **POSITION SUMMARY**

We are looking for a Marketing/Communication Assistant to support marketing and communication administrative tasks for the consulting firm, S. Sutton & Associates Inc. As part of the greater Marketing & Communications Team, you will be supporting the overall strategic plan of the team and the organization.

### **BASIC JOB RESPONSIBILITIES**

- Prepare marketing statistics and research audiences as agreed with the Marketing & Communications Lead
- Research industry conferences, seminars, exhibitions and trade shows to determine opportunities for participation
- Research trends, influencers, and blogs to keep team well-informed of industry landscape
- Participate in regular team brainstorms to generate ideas for social media and blog content strategies
- Research and source fundraising consultant RFPs for both Canada and the United States; update and maintain RFP spreadsheets; data entry into Salesforce
- Using Adobe Editor software, put RFP content into layout
- Other tasks and duties required.

## **KEY COMPETENCIES**

Candidates who thrive at S. Sutton & Associates Inc. possess the following attributes:

- College or University degree (or currently in process of completing a degree or diploma)
- Experience working in an office setting
- Experience working with InDesign an asset
- Experience working in fundraising an asset
- Advanced Microsoft Word and Microsoft Excel skills – you will be preparing spreadsheets of market research data and should understand how to present information cleanly
- Outstanding organization, time management and prioritization skills
- Demonstrated ability to successfully accomplish responsibilities in high-pressure, high workload environment
- Superior attention to detail
- Demonstrate a high level of ownership of tasks and sound business judgment
- Be seen as a key contributor to the team process
- Demonstrated ability to fulfill responsibilities remotely and in a virtual environment
- Demonstrated ability to work with variable teams in diverse environments on behalf of a wide range of clients
- Exceptional written and verbal communication skills
- Outstanding organizational and prioritization skills
- Superior attention to detail, professionalism, and good judgement

## **HOW TO APPLY**

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