



Title: Marketing & Communications Writers

Business Unit: Marketing & Communications

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

Reports to: Marketing & Communications Project Manager

Hours: Flexible / Part-Time / up to 10 hours per month

S. Sutton & Associates Inc. is a global network of consultants providing customized Innovation Teams of subject experts with specific technical expertise to help nonprofit organizations and philanthropists maximize their philanthropic efforts and achieve significant impact. As dedicated specialists, we bring an understanding of best practices and experience across North and Latin America, Europe, Africa, East Asia, South Asia, Australia, New Zealand, and the Middle East.

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 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.

The five-year goal is to assemble 55 Innovation Teams in 28 States, Washington D.C., and 4 Canadian Provinces. As opportunity arises, we will enlist additional representation in Europe, Africa, East Asia, South Asia, Australia and New Zealand, Latin America and the Middle East.

We are a supportive team of committed and compassionate people dedicated to delivering meaningful impact in the sectors we serve, fundamental to thriving, equitable societies: Education, Healthcare, Arts & Culture, International Development and Community-Based Membership and Advocacy. We are dedicated to professional advancement for each Associate, success for the firm, and results for the philanthropic sector.

POSITION SUMMARY

The Marketing & Communications Writers play a significant role in creating marketing content to support demand generation, client engagement online and business development efforts. They will write articles for the monthly newsletter (Philanthropy Wired), company website, weekly email campaigns (via MailChimp) and LinkedIn. The successful candidate will be a disciplined self-starter, able to monitor project workloads and set priorities to meet tight deadlines. The Marketing & Communication Writer must be familiar with writing compelling and well-researched content that will meet strategic objectives, including improving reader statistics. Excellent storytelling, spelling and understanding of grammar are essential for this role.

BASIC JOB RESPONSIBILITIES

- Create eye-catching, innovative articles and blogs.
- Research facts and sources for proposed articles and blogs.
- Collaborate with the Principal, Marketing & Communications Project Manager and Editor on comments and revisions.
- Write articles for a wide range of media platforms such as LinkedIn, the company website, email campaigns, and the monthly newsletter via MailChimp.
- Follow the editorial calendar and ensure deadlines are met and edits are executed for final approval.
- Write articles that follow S. Sutton & Associates Inc. Marketing & Communications Style Guide.
- Write SEO-focused content.

KEY COMPETENCIES/ REQUIREMENTS

Marketing & Communications Writers who thrive at S. Sutton & Associates Inc. possess the following attributes:

- Minimum Diploma in Marketing or Communications is required, preferably a bachelor's degree in marketing, communications or related field.
- Minimum of 1 to 2 years of experience regularly producing content for professional purposes, preferably for the nonprofit sector.
- Exceptional written and verbal communication skills.
- Outstanding organization and prioritization skills.
- Demonstrate the ability to accomplish responsibilities in high-pressure, high-workload environment successfully.
- Superior attention to detail.
- Superb grammar and vocabulary.
- High proficiency with Microsoft Office.
- Demonstrate a high level of ownership of tasks and sound business judgment.
- Contribute to the team process.
- Demonstrate the ability to fulfill responsibilities remotely and in a virtual environment.
- Demonstrate the ability to work with variable teams in diverse environments on behalf of a wide range of clients.

HOW TO 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.