

Osteria

**Marketing & Administrative
Coordinator**

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About the Position

Ostara seeks a full time Marketing & Administrative Coordinator to support our fast-paced, collaborative work environment. The position requires excellent attention to detail, thorough and timely execution, and sophisticated planning skills. You will work with team members at all levels of the company, and interface externally with our clients.

Applicant must be practiced at complex time, task, and project management, and must demonstrate reliability, composure, and the ability to help others maintain routine amidst competing timelines and priorities. The Marketing & Administrative Coordinator will handle sensitive information, represent the company to our clients, and carry out Ostara's external communications strategy, so skillful communication is important in this position.

We are especially interested in considering candidates who would like to advance their role in marketing, communications, design, and brand management at a rapidly expanding and evolving small business. As Ostara's needs in this area increase, the Marketing & Administrative Coordinator will have opportunities to participate in the development of marketing and communications strategy.

While a background in nonprofit fundraising and/or consulting can be helpful in this position, and we welcome applicants who want to bring an understanding of nonprofits and fundraising into this marketing and administrative role, please be aware that we do not aim to transition operations staff into consultant roles.

In addition to the work described above, the Marketing & Administrative Coordinator will participate actively and regularly in The Ostara Group's internal meetings, events, workgroups and task forces. They will be asked to contribute from their perspective to the ongoing evolution of our best practices as a company.

Please note: if you are reading this on Indeed or another aggregated job board, please do not apply through a third-party website. Instead, we ask that you visit www.ostaragroup.com for complete application instructions.

About The Ostara Group

The Ostara Group is a full-service fundraising and strategic consulting firm that was founded in Seattle in 2009. Our mission is to build fundraising skills,

organizational capacity, and effective leadership in the nonprofit sector. Our vision is a nonprofit sector filled with thriving organizations equipped to build a better world. As experienced nonprofit professionals ourselves, we are mission-driven and service-oriented. Our expertise includes development program analysis, strategic and tactical development planning, interim development leadership and management, grant strategy and execution, capital campaign strategy and support, board development, and strategic planning. In the past ten years, Ostara has built custom solutions for more than 300 organizations in the Pacific Northwest and throughout the United States.

Racial Equity Statement

We acknowledge the power dynamic that exists in the nonprofit sector between the organizations that require funding to deliver their missions and the predominantly white institutions and individuals who hold wealth and power. We acknowledge there is also a power dynamic between consultants and the people we consult with.

We work to support clients in navigating these dynamics, while placing their voices and perspectives at the center of our work.

As a company, we are working towards internal clarity about institutional racism. We are committed to addressing institutional racism within The Ostara Group and to advancing equity in the nonprofit sector in collaboration with our clients.

Ostara is an equal employment opportunity employer. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. All employment decisions are made without regard to race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, gender expression, age, honorably discharged veteran or military status, disability, genetic information or any other characteristics protected under law.

What It is Like to Work at Ostara

The Ostara Group works hard to build and preserve a warm and supportive culture. As a team, we value hard work, an entrepreneurial spirit, integrity, and authenticity. We also value connection to our team and our community. We work, play, volunteer, and celebrate together.

Working at Ostara is fast-paced, independent, and requires excellent time management skills. Most members of the Ostara team choose to work remotely, participating in regular meetings with client and colleagues via phone, video, and conference call as well as in person. Each consultant has freedom to construct their work week and schedule as they see fit, including the locations, times, and days in which they will complete work. Our office has some group meeting spaces and individual workstations, but consultants do not have designated desks, nor are they expected to be there consistently during business hours.

The Marketing & Administrative Coordinator will begin their position working in the office five days a week. As onboarding progresses, we will work together to find a way for flexible scheduling and working if so desired. But, unlike consultants, our operations staff often needs to be on-site to provide effective and timely support.

Ostara's workspace is shared among the entire team, so you will sometimes be working in a bustling office with meetings and conversations happening all day, and sometimes be working alone for an entire day. It is important that the applicant can work effectively in both types of situations.

What We are Looking For

The successful candidate for this role will be entrepreneurial, creative, and energetic, while at the same time demonstrating the ability to complete routine tasks efficiently and reliably.

Responsibilities will include:

- Process proposal and contract paperwork
- Ongoing and regular Salesforce data maintenance related to contracting and sales processes
- Execution of marketing and communications strategy including:
 - Compile, write, design, and manage timeline for monthly newsletter
 - Manage social media profiles and content
 - Design materials and organize logistics for Ostara events, trainings, and workshops
 - Graphic design for other print and digital media as needed
- Website management, updates, and strategy, including blog posting

- Support adherence to company brand guidelines and proper template usage
- Answer phones and take messages daily
- General office inquiries and support, calendaring and auto reminders when needed
- Data entry and expense tracking for executive leaders as requested
- Office maintenance including light cleaning and inventory, stocking office supplies and snacks
- Manage quarterly company-wide volunteer experiences
- Take and share meeting notes at company-wide meetings
- Send weekly meeting agendas and set up technology for meetings

Required Skills and Qualifications:

- A minimum of two years' experience in an administrative role or ability to describe how past professional experience will translate to this role
- Sophisticated planning skills and the ability to juggle multiple tasks and responsibilities with forethought and accuracy
- Attention to detail and high standards in all aspects of data management, project management, timelines, communications, and editing
- Desire to drive projects independently as well as closely collaborate on projects
- Meaningful experience with MS Office
- Meaningful experience with social media platforms, including Facebook and LinkedIn
- Meaningful experience with print and digital graphic design, including Adobe Photoshop and Illustrator
- Critical thinking skills including creativity, curiosity, flexibility, and a problem-solving attitude
- Poise and professionalism, including the ability to remain calm, positive, and patient in challenging situations
- Organizational skills, including the ability to be punctual, consistently set and meet deadlines, and execute deliverables
- Ability to communicate directly and respectfully while working alongside and across differences

In addition, while not required, the following qualifications will make applications more competitive:

- An understanding of nonprofit fundraising and development in the Pacific Northwest
- Experience with Salesforce
- Experience with Dropbox, DocuSign, Google Docs, Mailchimp, and Typeform
- Experience with WordPress
- Ability to support consultants with simple technology solutions as the need arises (for example, troubleshooting Gmail, Dropbox, or MS Office)
- Experience with marketing strategies and tactics
- Demonstrated success in prior, similar roles
- Experience in consulting firms
- Experience in small business

Compensation

This position is a full-time, exempt position, with a salary range of \$40-50K. This position is eligible for 22 days annual PTO with tenure-based increases, a platinum-level health insurance plan including dependents, a \$500 annual professional development stipend, a lifetime membership to the People's Memorial Association, and transportation and technology reimbursements.

Application Process

To apply, please send cover letter, resume, and two work samples that you feel are relevant to Ellen Abram via email at ellen@ostaragroup.com. Applications received by December 11, 2019 will receive priority consideration.

Applicants can expect the following screening process:

- 1) Review of application materials
- 2) First round interview: 45-minute phone interview
- 3) Second round interview: 1-hour in-person interview at our office in lower Queen Anne in Seattle, WA.

We plan to conduct interviews between December 16 and January 7, 2019. We expect the start date for this position to be Monday, February 3, 2020.