

**United Way of the Greater Triangle
JOB POSTING**

Date: August 16, 2010

Position Title: Marketing & Creative Services Manager

Reports To: Senior VP of Marketing & Communications

Job Status: Exempt

General Summary:

To provide marketing and communications expertise and creative support to the Marketing Division in developing marketing initiatives, print materials, programs and events. Key job function will be the design, layout, and production management of marketing materials.

Required Competencies: Understanding the Purpose & Business of UWGT, Technological Proficiency, Communicating Effectively, Building & Maintaining Relationships, Continuous Learning & Improvement, Analytical Thinking

Required Knowledge/Skills:

- Bachelor's degree preferably with major course in design, advertising, marketing or communication; a combination of a bachelor's degree in other areas, with related college course work and experience may be substituted.
- Should be able to demonstrate a commitment to excellence through at least 2 years of work experience in graphic design.
- Using PC platform, proficiency in InDesign, Illustrator, Photoshop, Dreamweaver and experience with QuarkXpress. Using this technology, demonstrate strength in design and production of creative marketing and communications materials.
- Experience with website maintenance and html a plus.
- Ability to work well with others and work independently. Strong interpersonal skills and ability to work under pressure, produce results, meet deadlines and budget, and manage several projects simultaneously.
- Ability or strong potential to manage professional employees.
- Basic knowledge of brand management concepts.
- Demonstrated abilities as a project manager.

Hiring Range: \$34 - 44K

IF INTERESTED, CONTACT:

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