



Marketing & Communications Manager

Position Summary:

The Communications and Marketing Manager works closely with the Executive Director and other staff to meet the goals of the organization through effective marketing, strategizing, and coordination of various departments. This position includes a variety of assignments and is not limited to the following list of responsibilities.

Roles & Responsibilities:

Communications & Marketing

- Articulate JHHSM work and vision to the public.
- Work with ED and other department coordinators to design and develop marketing materials for various programs: advertisements, brochures, museum pamphlets, signage, membership, donation appeals, cross-promotions, press releases, quarterly newsletter, monthly e-newsletter, interpretive museum material. Work with contract graphic designer when needed.
- Identify new avenues for recognition, promotion, and collaboration.
- Work with board, and additional contractors to develop and implement new brand and strategy.
- Manage content and design of JHHSM's website and social media accounts.
- Ensure messaging is consistent and engaging.
- Gather and analyze analytics and data.
- Maintain relationships with local and regional media contacts.
- Other administrative duties as assigned – for example, assistance with donor/member data management and communication.

Qualifications:

- Two+ years experience in marketing, communications, strategy, nonprofits.
- Knowledge of and experience with nonprofit communications, design and database software, and website platforms.
- Demonstrated excellence in organizational, writing, and communication skills.
- Must take initiative, be goal driven, and exhibit “follow-through” – must be able to work independently and on a team.
- Computer literate
- Interested in the history of Jackson Hole and inspired by the JHHSM mission

Position Details:

- 32-40 hrs/week
- Flexible schedule and work space
- Pay commensurate with experience

Email resume and letter of interest and resume to morgan@jacksonholehistory.org