



Position: Marketing & Development Coordinator  
Reports To: Chief Development Officer (CDO)  
Position Type: Full-Time, Hybrid (3 days in-person, 2 days remote)  
Compensation: \$45,000-\$50,000 annual salary

**InnerCity Weightlifting's (ICW) mission is to reduce gun violence by amplifying the voice and agency of people who have been most impacted by systemic racism and mass incarceration.**

We partner with program participants through case management and careers in and beyond personal training. Individuals are elevated as experts in fitness and the social issues they've lived. ICW is a culture and community in which power dynamics are flipped, social capital is bridged, and new leaders emerge in the fight to combat long-standing inequities.

#### **Position Overview:**

The Marketing & Development Coordinator will support the marketing and development teams by working to grow our client base and donation and grant opportunities. This role will utilize their experience and/or interest in non-profit development to help ICW grow in various areas.

#### **Key Responsibilities:**

##### Marketing

- Help the Marketing Team build & execute on yearly marketing plan, including email marketing, website content, and comprehensive social media marketing
- Implement creative solutions to reaching more clients, donors, and community members in Boston, Chicago, and beyond
- Market ICW's Mission and/or Personal Training at local businesses, developing in-person and email connections
- Support the Marketing Team with digital ad campaign efforts to drive leads
- Manage ICW's social media platforms, generating and posting new content on a regular basis
- Collaborate with Marketing Team to create measurable goals

##### Development

- Support grants throughout the grant lifecycle, including research, letters of intent or applications, reporting, stewardship, and data management
- Assist with individual giving, including identification, prospect research, gift processing, data upkeep in the CRM system, and acknowledgement letters
- Produce and maintain data management procedures for development activities
- Communicate with other staff/teams at multiple sites to support cross-team initiatives, such as corporate matching gifts, development meetings, and increasing personal training client donations
- Research new funding opportunities, ensuring a solid pipeline of grant opportunities each quarter
- Issue tax receipt & acknowledgment letters for all donations and grants
- Leverage personal and corporate training client base to generate more individual donors
- Collaborate with Development team to create measurable goals

**Preferred Qualifications:**

- 0-2 years experience in development/marketing role, working for a nonprofit, or related experience
- Strong interest in the ICW mission
- Exceptional communication skills, both written and verbal, to a wide variety of audiences
- Ability to juggle multiple concurrent projects with hard deadlines
- Experience with social media platform management (Instagram, Facebook, LinkedIn, TikTok, and more)
- Experience using a CRM or fundraising tools and/or experience with data management
- Experience with email marketing tools
- Experience with Canva or other graphic design software
- Project management skills, including communication, collaboration, time management, and organization
- Experience with Google products

**Benefits:**

- A partially matching SIMPLE IRA retirement plan
- Health insurance reimbursement up to \$250/month for individuals; up to \$500/month for 1+ dependents
- Free 3rd party support in identifying an independent health insurance plan that best fits your needs
- 15 days paid vacation for years 1 and 2 of employment, and 20 days for years 3+ of employment (5 days/year for part-time employees); see Employee Handbook for full list of additional paid holidays
- 10 days of paid sick leave per year (5 days/year for part-time employees)
- Free use of gym spaces at any hour
- Free access to mental health resource coordinator
- Year-round “summer Fridays”; closing at 2pm

*ICW values a diverse workplace and strongly encourages people of color, women, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. ICW is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.*

To apply, please visit our [careers page](#).