



CISC, a non-profit organization, helps immigrants throughout King County achieve success by providing information, referral, advocacy, social, and support services.

JOB ANNOUNCEMENT

TITLE: Marketing and Events Manager

REPORTS TO: Marketing and Fund Development Director

HOURS: Monday – Friday, 8:30 am-5:00 pm, Occasionally evenings and weekends.

PAY RANGE: \$39.35 - \$42.31 per hour, non-exempt position

SUPERVISORY RESPONSIBILITIES: Co-supervises the Marketing and Fund Development Assistant in collaboration with the Marketing and Fund Development Director. The Manager provides daily supervision to the Assistant, assigns work, manages priorities and deadlines, and supports project completion.

ABOUT: CISC is a non-profit organization, founded in 1972, that supports immigrants and their families by creating opportunities for them to succeed, while honoring their heritage. We provide youth, family, and senior services including preschool, after-school, ESL/naturalization, in-home care case management, and healthcare navigation programs. We serve immigrants who speak Cantonese, Mandarin, Russian, Vietnamese, Spanish and additional languages at our office locations and numerous community-based sites throughout King County, Washington.

Our core values are Community, Compassion, Empowerment, Equity, and Inclusion. Read more about our core values, Land Acknowledgement, and equity statement at cisc-seattle.org/about-us.

JOB SUMMARY: The **Marketing and Events Manager** advances CISC's marketing, communications, events, and targeted volunteer engagement efforts to raise the visibility of CISC programs and strengthen community participation. This position turns department strategy into project plans, timelines, logistics, day-to-day coordination, and results under the direction of the Marketing and Fund Development Director and with support provided by the Marketing and Fund Development Assistant.

JOB DUTIES:

Events and Community Engagement

- Lead planning and execution of CISC's fundraising events, including the annual Friendship Dinner and other special events
- Implement strategies to promote donor and community engagement that promote CISC programs and strengthen relationships with clients, partners, donors, and supporters.
- Responsible for all event logistics, including timelines, vendor coordination, invitations, registration, supplies, volunteer assignments, day-of logistics, and post-event follow-up.
- Perform other marketing, event-related duties as requested.

Fund Development Support

- Support donor cultivation and stewardship through events, mailings, targeted appeals, and campaigns under the strategic direction of the Marketing and Fund Development Director.
- Prepare event and fundraising materials, presentations, sponsor recognition, donor communications, and acknowledgment materials as assigned.
- Maintain event, donor, sponsor, and participant information in appropriate databases and produce relevant reports as needed.

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- Help identify opportunities for new partnerships and sponsorships
- Perform other fundraising support duties as requested.

Marketing & Communications

- Implement agency marketing and communications strategies that connect clients to programs and raise awareness of CISC among community members, partners, donors, and external stakeholders.
- Oversee production of electronic newsletters and email communications using Constant Contact or other email marketing tools.
- Attend agency programs and community events to take photos and collect success stories from staff, clients, volunteers, and partners.
- Manage and create content for social media accounts to share agency impact, accomplishments, events, volunteer opportunities, and ways to support CISC.
- Provide day-to-day supervision for the Marketing and Fund Development Assistant in collaboration with the Marketing and Fund Development Director, including assigning tasks, reviewing project progress, managing priorities and deadlines, and providing guidance on marketing, events, volunteer, and fundraising support tasks.
- Identify strategic opportunities for volunteer engagement and provide oversight and support as needed to achieve goals.
- Coordinate with program supervisors to identify volunteer needs, clarify roles, and ensure volunteers have appropriate information and support.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in marketing, communications, or related field.
- 5+ years of experience in marketing or communications. Proven work experience may substitute for academic qualifications.
- 3+ years of experience planning and managing events.
- Strong interpersonal, communication, and organizational skills.
- Excellent writing, grammatical, editing, and proofreading skills.
- Self-motivated, detail-oriented, and able to handle multiple projects and deadlines.
- Proficient with Microsoft 365 (Word/Excel/PowerPoint/Publisher) and graphic design and marketing tools such as Canva and Constant Contact.
- Commitment to the agency's mission and values.
- Flexibility to occasionally work a variable schedule, including some evenings and weekends.
- Ability to speak Cantonese and/or Mandarin.
- Ability to read and write traditional and/or simplified Chinese.

DESIRED QUALIFICATIONS:

- Experience working in the non-profit sector, including supporting fundraising, marketing, and/or social media activities and organizing events.

BENEFITS:

- Health Insurance (Medical, Dental, and Vision)
- Flexible Spending Arrangement plan
- Life insurance
- Accrue up to 8 hours paid sick leave per month
- Accrue up to 8 hours paid vacation per month
- Accrue up to 3 paid floating holidays annually

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- 11 paid holidays annually
- 401k Retirement plan (with employer discretionary contribution + matching contribution)
- Transportation stipend (available for staff required to work at the Seattle office location)

LOCATION:

CISC Office
611 South Lane Street
Seattle, WA 98104

APPLICATION:

Submit resume and cover letter to: CISC
Attn: Human Resources
611 South Lane Street
Seattle, WA 98104

Or email resume and cover letter to: jobs@cisc-seattle.org

CLOSING DATE:

Open till position filled

CISC is an Equal Opportunity Employer

CISC is an Equal Opportunity Employer and dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, citizenship status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. Reasonable accommodation will be provided for persons with disabilities.