



**Objective:** AAC is seeking a Marketing & Communications Manager who will take the AAC brand to the next level. This position is responsible for deploying the tactics that will enable us to reach our goals for marketing and communications within our defined target audiences.

AAC is a Cincinnati based non-profit, for-impact organization dedicated to connecting businesses and civic groups with students in our economically challenged schools. Our volunteers bring engaging and educational group activities to their mentee classroom once a month. We imagine a Greater Cincinnati where all students have access to mentors who expose them to a breadth of life and career experiences, so they can unleash their full potential.

**Reports To:** Chief Operating Officer

**Job Type:** Full-Time

**Primary responsibilities include but are not limited to:**

- Managing the creation, distribution, and maintenance of all print and electronic materials, including e-newsletters, fundraising campaigns, event communications, presentations, speeches, and more
- Maintaining, updating and enhancing the content and structure of the AAC Website
- Analyzing and extracting data from our Mentor Tracker for use in marketing and promotional materials
- Strategically growing AAC's social media presence among the corporate community
- Cultivating interpersonal relationships with partners and influencers to further marketing efforts.
- Participating in Marketing Committee & Technology Committee meetings to update and address inquires
- Overseeing daily activities of the marketing intern
- Staying informed of developments in the fields of marketing, communications, public relations, not-for-profits and mentoring to contribute to the organization's initiative and innovation.

**Required Qualifications:**

- 4-year degree with 2+ years professional experience, or 2- year degree with 4+ years communications, design or marketing experience
- Graphic/digital design, Word Press, PhotoShop and video editing skillset
- Passionate about our Adopt A Class mission
- Excitement about working with diverse populations
- Ability to handle multiple project assignments and adapt to changing priorities
- Flexible demeanor and comfortable working with changing priorities
- Strong organization and collaborative skills
- Has a personal vehicle, valid driver's license and current insurance

- Ability to obtain a Cincinnati Public Schools Id; background check is required

**Preferred Qualifications**

- 4-year degree in Marketing, Communications or closely related field
- Experience with management tools like Salesforce, Classy and Constant Contact
- Experience with Adobe product suite
- Experience and interest in photography

**Compensation:**

- Qualified candidates will earn between \$35,000 and \$38,000 + potential for annual bonus
- Will receive mileage reimbursement as well as cell phone and internet stipend
- Eligible to participate in Adopt A Class retirement plan

**Apply:** Email cover letter and resume to Marie Rusincovitch at [marie@aacmentors.org](mailto:marie@aacmentors.org). **Applications without a cover letter will not be considered.**

At Adopt A Class, we value our organizational culture that celebrates diversity, inclusion and equity. We welcome applications from diverse candidates who want to have not just a seat at the table, but also a strong voice in the work towards our mission.

*Adopt A Class is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.*

Adopt A Class, 3805 Edwards Rd, Cincinnati, Ohio 45209 | [www.aacmentors.org](http://www.aacmentors.org)