

Position Announcement
Bishop Sullivan Center – Marketing Manager
2024

July

Are you a marketing visionary with a heart for service? [Bishop Sullivan Center](#) is seeking a vibrant, creative **Marketing Manager** to join our team. This full-time position will work primarily on-site at our Truman Road location. This role is instrumental in shaping and executing our marketing strategy to attract, acknowledge, retain and appreciate existing and potential new donors, volunteers and other supporters; and help inform the Kansas City community about our mission. This is more than a job-it's an opportunity to amplify our message and extend our reach.

About Bishop Sullivan Center

For more than half a century, Bishop Sullivan Center (BSC) has worked to lighten the load for neighbors in need. With two locations in Kansas City's urban core – one in Midtown KC, and one in the historic Northeast – we're working to meet the changing needs our neighbors face with a focus on affirming the dignity of all.

Our Mission: "Inspired by Christian faith, Bishop Sullivan Center shows God's love to people in financial hardship by providing food, help in finding jobs and other aid. Beyond material assistance, Bishop Sullivan Center strives to build relationships between those who live in poverty and those who do not, promoting mutual understanding and affirming the dignity of all."

How you will make an impact

- **Marketing Leadership:**
 - Oversee all marketing functions including branding, creation of newsletters and flyers, annual reports, web page management, and social media accounts.
 - Collaborate with the Executive Director and others to develop and execute marketing and development strategies.
 - Responsible for CRM administration and maintenance.
 - Ensure adherence to the marketing budget.
 - Lead all creative efforts for events including design of invitations, signs, logos, etc.
- **Development & Fundraising:**
 - Assist with fundraising events including annual auction and golf tournament.
 - Lead Giving Tuesday, year-end and other giving campaigns.
 - Assist with donor tracking and acknowledgements.
 - Assist with grant writing and reporting.
- **Community & Parish Outreach:**
 - Support community and parish outreach activities, volunteer events and community networking events.
 - Promote food drives and other community initiatives.
- **Media & Content Creation:**
 - Manage the creation of video and photographic content to promote the mission of BSC and agency events.
 - Work directly with media outlets and other resources to promote BSC and its services.

What you will bring to this position

- 3-5 years plus of proven experience in marketing, preferably in a non-profit or similar environment.
- Associate or bachelor's degree in marketing, communications or similar field of study is preferred.
- Strong ability to lead initiatives and project management skills.
- Excellent written and verbal communication skills with a strong attention to detail.
- Proficiency in Donor Perfect CRM software and other marketing and donor tools.
- Ability to work both independently and collaboratively with staff, volunteers, donors, and community partners.
- Passion for the mission and values of Bishop Sullivan Center.
- Bilingual in Spanish is a plus.
- Experience with grant writing or reporting is a plus.
- Event management experience is a plus.

Why Join Us?

- **Impact:** Play a key role in a mission-driven organization making a significant difference in the community.
- **Creativity:** Bring your innovative ideas to life in a supportive and collaborative environment.
- **Growth:** Develop your skills and expand your professional network while working on meaningful projects.
- **Community:** Be part of a team that values relationships, mutual understanding, and the dignity of all individuals.
- **Value:** We value our employees by offering full benefits including health, vision, dental, HSA, Simple IRA, Short- & Long-Term disability insurance and PTO.

OMNI is honored to be retained in this search. We appreciate your referrals to professionals who may have an interest in this outstanding opportunity. Formal interest accepted through the OMNI Executive Career Portal.

Please direct all inquiries to:

OMNI Human Resource Solutions

Stacey Cowan, Senior Search Consultant – scowan@omnihrm.com | 913-653-8085