

Staff Accountant

Summary

Fulltime Position.

Essential Duties and Responsibilities

- Performing bank reconciliations.
- Preparing basic standard journal entries to the general ledger.
- Researching and resolving questions related to general ledger items.
- Performing monthly account analyses.
- Account collection.
- Report creation.
- Other duties as assigned.

Key Attributes

- Bachelor's degree in Accounting.
- Minimum 3 years of Accounting experience.
- Must be able to apply knowledge of accounting principles/practices.
- Detailed oriented.
- Proficient in MS Office, particularly Excel.
- Excellent communication skills.
- Great Plains experience is a plus!

Marketing Manager

Summary

- Responsible for planning, development and implementation of the Organization's marketing strategies and public relations activities, both external and internal.
- Oversees development and implementation of support materials and services in the areas of marketing and public relations.
- Directs the efforts of the marketing and public relations staff and coordinates at the strategic and tactical levels with the other functions of the Organization.

Essential Duties and Responsibilities

Marketing and Public Relations

1. Responsible for creating, implementing and measuring the success of: a comprehensive marketing and public relations program that will enhance the Organization's image and position within the marketplace and the general public.
2. Responsible for the Organization's marketing and public relations activities and materials including publications, media relations, client acquisition and so forth. Will work closely with the Director of Communications.
3. Coordinate the appearance of all Organization print and electronic materials such as letterhead, use of logo, brochures, etc.
4. Develop, coordinate and oversee programs, technical assistance and resource materials to assist clients in the marketing and positioning of their activities.
5. Provide counsel to clients on marketing and public relations. Ensure that the Organization regularly conducts relevant market research and coordinate and oversee this activity. Monitor trends where appropriate.
6. Leads projects as assigned, such as cause-related marketing and special events.

Planning and budgeting

1. Responsible for the achievement of marketing/public relations mission, goals and financial objectives. Ensure that evaluation systems are in place related to these goals and objectives and report progress to the Director of Planning and Operations.
2. Develop short- and long-term plans and budgets for the marketing and public relations program and its activities, monitor progress, assure adherence and evaluate performance.
3. Recommend short- and long-term Organization goals and objectives to the Director of Planning and Operations.
4. Develop, implement and monitor systems and procedures necessary to the smooth operation of the marketing and public relations function.
5. Keep informed of developments in the fields of marketing and public relations, not-for-profit management and governance, and the specific business of the Organization and use this information to help the Organization operate with initiative and innovation.

Key Attributes

Required:

- Demonstrated skills, knowledge and experience in the design and execution of marketing and public relations activities.
- Strong creative, strategic, analytical, organizational and personal sales skills.
- Experience developing and managing budgets, and hiring, training, developing, supervising and appraising personnel.
- Demonstrated successful experience with making presentations and negotiating with media and vendors
- Experience overseeing the design and production of print materials and publications.
- Commitment to working with shared leadership and in cross-functional teams.
- Strong oral and written communications skills.
- Ability to manage multiple projects at a time.

Resumes and Cover Letters should be submitted via email; attention Human Resource Department at LWCC. Email inquiries to hr@livingwd.org.

- Out-of-town, overnight travel is required.

Other:

- Very creative
- At least a Bachelor's degree (B.A.) in related field.
- Five to ten year's related experience.
- Commitment to excellence as evidenced by results.
- Excellent written, oral and presentation skills.
- Ability to lead and direct people.
- Strong organizational, problem-solving, and analytical skills.

Brand Manager

Summary

The Brand Manager is responsible for ensuring that the products, services and product lines that fall under their domain resonate with current and potential customers. In addition to executing marketing campaigns, the Brand Manager delivers results for the brand level P&L focusing on net sales and market growth.

Essential Duties and Responsibilities

- Responsible for the overall performance of their brands, which includes working with clients to understand their brands P&L (Profit and Loss).
- Meets assigned monthly revenue and growth goals where applicable.
- Understands image and positioning in relation to their competitors.
- Responsible for identifying additional revenue streams for assigned brands.
- Responsible for securing sponsorships for select ministry events and initiatives.
- Plans, develops and implements marketing initiatives and activities for assigned brands and/or products.
- Manages all Market Research, Advertising & Promotion, New Product Development and related activities.
- Meets or exceeds marketing performance measures.
- Develops and implements marketing strategy to effectively reach customers, communicate the value proposition of the product, and influence purchase of product and/or service.
- Provides monthly product updates to management.
- Achieves product marketing objectives.
- Manages the details and logistics of the primary events and conferences for the ministry.
- Other duties as assigned.

Key Attributes

- Operate with a sense of urgency and a high attention to detail.
- Excellent project management, communication, organization and file management skills.
- Sound knowledge of marketing principles.
- Up-to-date knowledge of new technologies and ability of applying it to marketing principles.
- Ability to work individually and ability to handle self-driven projects efficiently.
- Conversant with report writing, business procedures and correspondence.
- Ability to manage multiple simultaneous projects and work assignments from a variety of staff and ministry leaders.
- Exceptional time and schedule management; ability to see projects through to accurate and timely completion.
- Ability to build relationships with internal and external customers.
- Works diligently to understand the target audience and their product / service needs; understands the value of research and competitive set awareness.
- Effective presentation of information and strong spoken language skills for responding to questions from managers, clients and the general public.

Project Coordinator

Summary

The Project Coordinator will be responsible for the managing and coordinating of multiple projects at one time. Supporting the execution of strategic marketing programs, the Project Coordinator will work closely with the Marketing Team to ensure all projects are completed effectively and efficiently. With responsibilities including tactical project management, the Project Coordinator will assist the Marketing Team in the execution of local, national and global marketing campaigns.

Essential Duties and Responsibilities

- Confers with the Brand Managers to understand the scope of their projects; meets with the project team as needed to ensure each team member understands their responsibilities and accountabilities.
- Coordinates activities, resources, equipment and information and brings to the attention of the Brand Managers any coordination issues which the Project Coordinator cannot resolve.
- Creates and maintains project schedules; creates responsibility lists for those who are involved in the project.
- Uses project scheduling and control tools to monitor project plans, work hours, budgets and expenditures.
- Keeps the Brand Managers and others informed about project status and issues that may impact client relations.
- Manages marketing event data updates to the Corporate Calendar; conscientious of timelines and project deadlines, helps to coordinate project completions.
- Budget tracking and management as it relates to the respective projects; keeps up-to-date with purchase orders; prepares budgetary and progress reports on a regular basis.
- Assists in setting up the systems and framework on how all projects will be organized and archived; assists in developing project strategies in collaboration with the Marketing Manager.
- Gathers all relevant information needed to coordinate the projects; ensures that the projects and all related processes run smoothly.
- Communicates ideas for improving company processes with a positive and constructive attitude.
- Collaborate with the print production dept. to create an electronic weekly shareable print schedule to track all projects submitted to print production on a weekly, monthly basis. Insure that all print projects are completed on schedule.
- Other duties may be assigned.

Key Attributes

- Ability to prioritize and handle multiple tasks in a demanding work environment.
- Excellent organizational and project management skills.
- Ability to communicate with multiple members of the team effectively.
- Ability to work on multiple projects at a time.
- Must be a strong conceptual thinker; able to thrive in a deadline driven environment.
- Exceptional time and schedule management; ability to see projects through to accurate and timely completion.
- Operate with a sense of urgency and a high attention to detail.
- Excellent communication, organization and file management skills.

Facility Manager

Summary

Oversee and manage a full-service Facilities Department comprised of both fulltime, part-time and volunteer employees. Provide direction and planning for short-term and long-term initiatives for custodial, maintenance, space planning, for all Living Word properties.

Essential Duties and Responsibilities

- Provide overall management and direction of the Facilities including the operations, functions, and activities.
- Oversee supervision of facilities staff that includes planning, assigning, and administrative support.
- Ensuring adherence to government regulations, environmental, health and security standards, policies and procedures.
- Financial forecasting/budgeting.
- Property acquisition and/or disposal.
- Planning and overseeing building work/renovation.
- Lease management.
- Allocating and managing space within buildings.

Key Attributes

- Bachelor's degree in Business Management/Administration, Public Administration, Facilities Management, Engineering, Architecture or other relevant field. In addition the ideal candidate must have the following:
 - Minimum of five years managerial experience.
 - Knowledge in the area of staff development and personnel administration.
 - Knowledge of management principles, concepts, and budgeting practices.
 - Ability to lift and move objects weighing at least 40 lbs.
 - Valid driving license.
- Problem solving.
- Interpersonal and communication skills.
- Time management.
- Ability to handle complex workloads.
- Proficient in MS Office.