



Position Title: Marketing Associate

Department: Marketing & Brand Strategy

Reports To: Associate Director of Marketing

The Opportunity

The Marketing & Brand Strategy team is seeking a Marketing Associate to help manage the team's project load. This includes handling incoming requests, creating and maintaining tasks and projects in the Foundation's project management software, and serving as the main point of contact for MBS initiatives. Additionally, the Marketing Associate will post press releases, podcasts and weekly blogs, maintain content on other Foundation websites, and support other marketing programs and campaigns, as needed. The Associate also will manage the Events Sponsorship process, from announcement to promotion and follow-up, and coordinate and support the Foundation's presence at veterinary and public-facing conferences. This includes traveling up to 6x/year for 2-3 days and representing the Foundation in front of diverse audiences.

About Morris Animal Foundation

Established in 1948, Morris Animal Foundation is dedicated to improving and protecting the health of animals through scientific innovation, education and inspiration. Our investment in research has yielded life-saving vaccines, new treatments for critical diseases, superior screening tests and advanced diagnostic tools. We respond to emerging animal health threats that endanger entire species and make new discoveries in basic animal biology to support applied research. With every study we fund - more than 2,850 to date - we strive to advance the science of veterinary medicine, honoring the founding principles of Dr. Mark L. Morris Sr. to benefit animals worldwide.

Morris Animal Foundation is committed to promoting diversity throughout the organization, its staff, Trustees and scientific advisers. Diversity within our organization enhances our capacity to communicate, strengthens our organization, makes our culture more robust and allows us to serve animals, donors and partners more effectively.

The Challenge

This is an opportunity to contribute to a dynamic team working to spread awareness of Morris Animal Foundation, support scientific and fundraising initiatives, and communicate our research impacts with current and new audiences.



The Team

Morris Animal Foundation's Marketing & Brand Strategy team is a passionate and driven team fueled by its love of animals and dedication to innovative science that will better animal's lives. The team takes pride in living by the Foundation's Core Values of Excellence, Respect, Compassion, Collaboration, Innovation and Determination, and incorporating them in day-to-day interactions, projects and goals. The team includes marketing and communications specialists, graphic designers, scientific content writers and digital marketers.

The Skill Set

We are seeking an individual with a positive attitude and a team-minded mentality, including the ability to create meaningful partnerships with other staff. The strongest candidates will be responsive, flexible and adaptable to changing requirements, including the ability to balance priorities with swift execution. In this dynamic work environment, the most successful team members are self-motivated with the ability to work independently while keeping others informed.

Position Requirements

- College degree or equivalent experience in marketing, communications or science-related field
- Experience working with a Content Management System (CMS)
- Solid project management experience and organizational skills; ability to organize and track key project activities
- Exceptional attention to detail, effective proofreading skills and a keen eye for formatting
- Ability to travel up to 5% (6x/year for 2-3 days)
- Adhere to the Foundation's safety policies and procedures and encourage others to do the same
- Participate in building a culture of accountability, performance and trust
- Promote and adhere to Foundation Core Values: Excellence, Respect, Compassion, Collaboration, Innovation and Determination

Additional Desired Qualifications

- Comfortable communicating with diverse audiences, in-person, over the phone and digitally
- Demonstrated experience working with multiple stakeholders and collaborating across departments and organizations
- Experience working in Google Analytics or other digital metrics tracking platform
- Asana project management software experience
- Experience working for an animal- or conservation-related organization
- Knowledge of HTML/CSS
- Comfortable in web environments to update and post content



Position at a Glance

Within three months, you will:

- Disseminate press releases, podcasts and weekly blogs on the Foundation's website
- Ensure that website content, calendars and campaign information is updated regularly
- Make ongoing content updates to our peer-to-peer fundraising website, Rallybound
- Participate as a member of the Marketing & Brand Strategy team: assist other members of the Department as needed, promote good stewardship of the Department across the organization, and provide data-driven insights and creative ideas whenever possible that can contribute to Department and Foundation goals
- Learn the team's project management software, Asana

Within six months, you will:

- Build and maintain projects and tasks, including a robust editorial calendar, in the Foundation's project management software
- Handle all incoming project or ideation requests, including a download meeting to understand needs of the project
- Serve as the main point of contact for projects, keep stakeholders updated on status and proactively address barriers to project success
- Assist in ensuring accuracy of branding and content across digital mediums

Within one year, you will:

- Coordinate and manage Foundation presence at veterinary and scientific conferences
- Manage grant process for Foundation sponsorship of events and symposia, and follow-up activities

Benefits (To name a few!)

Morris Animal Foundation offers competitive pay with ample growth and professional development opportunities for its employees. A full benefits package includes paid employee health, dental, vision, LTD, life insurance and a matched 403b retirement account. Employees are given a lifestyle and fitness reimbursement, work-from-home equipment reimbursements, and paid sick and parental leave. Come be a part of a compassionate and collaborative organization that is bursting with pride for its mission!

Position Specifications: Full-time, exempt, non-supervisory position.

Work Location Requirements: Currently working remote, transitioning to hybrid model (available for in-person meetings as necessary) as COVID-19 conditions change.

Hiring Range: \$39,800 - \$49,700

How to Apply

Please email your resume and a cover letter that includes how you heard about this job and your salary requirements in a Word document or PDF, labeled with your complete name to our People & Culture Department at PCD@MorrisAnimalFoundation.org. Please list **MARKETING ASSOCIATE** in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**



Morris Animal Foundation Core Values

Respect - We act with integrity and are accountable to the needs of others and respectful of their time, expertise and opinions. We listen and communicate thoughtfully, directly and openly, always assuming good intent. We are inclusive and value diversity.

Excellence – We advance animal health by funding only research that meets the highest scientific standards. We are committed to ensuring the best use of donor funds and Foundation resources to benefit animals everywhere.

Compassion - We care deeply about animals and the people who care for them. It is our responsibility and an honor to improve animal health.

Collaboration – We actively partner, creatively work together and freely share ideas to advance the science of animal health and grow our impact. We nurture, grow and educate the animal health community that shares our passion. Together we can do more.

Innovation – At our core, we value proven science but also seek creative solutions to meet the growing challenges of animal health in a changing global ecosystem. Based on what we learn, we constantly evolve to achieve our mission.

Determination - We are driven by our mission and seek answers with relentless pursuit. Using science as our compass, we develop pathways to animal health solutions. So long as animals face health concerns, we will continue to find answers.