



maryland citizens for the arts

Position Vacancy Announcement

MCA Marketing Manager

Position Overview

Maryland Citizens for the Arts seeks a Marketing Manager who will be involved in supporting the organization's work regarding programmatic, communications, and development needs, as well as supporting the logistical and administrative functions and work to support the daily activities necessary to manage a successful nonprofit.

Communications (45%)

- Update website and social media content
- Create quarterly advocacy newsletters
- Assist with the development of advocacy communications.

Program (25%)

- Work with staff to produce necessary documents for successful program implementation.
- Monitor and report on incoming event registrations
- Assist with day-of-event logistics

Development (10%)

- Assist with an annual membership campaign
- Assist with MCA yearly fund campaign
- Assist with all acknowledgments
- Assist with maintaining the CRM database

Administration (10%)

- Attend staff meetings and other meetings as necessary
- Assist with the preparation of materials for quarterly Board meetings

Qualifications

- Experience and passion for and in the arts and culture field
- One or more years of experience in arts or nonprofit management, with an emphasis on marketing and communications
- creative written and oral communication skills
- Enjoys and works to build interpersonal relationships with staff, members, and field at all levels
- Collaborative nature and positive attitude

A commitment to building and advocating for equitable and accessible arts programming and investment

Compensation

\$38,500-\$40,000

Generous benefits package includes 100% employer-paid medical, dental, vision, simple IRA with employer match, paid vacation, short and long-term disability, life insurance, sick leave, and professional development opportunities.

Job Submission Requirements

Please submit your resume, cover letter, and writing or work sample to info@mdarts.org. Please include the subject line: "Marketing Manager Application" with your submission.

No phone calls, please.

MCA is an equal-opportunity employer

Organization Overview

Maryland Citizens for the Arts (MCA) is a statewide arts advocacy organization founded in 1977 to represent Maryland artists and arts organizations of all disciplines. Its principal mission is to advocate the importance of public investment in the arts and ensure that the Maryland State Arts Council continues to receive substantial funding from the state of Maryland. MCA also conducts research and education to increase public recognition and support of the arts in Maryland. www.mdarts.org

MCA is committed to public policy in the arts that invests and supports communities that have been historically underinvested. We strive to ensure that our work, staff, and board support and uplift racial justice and anti-racist practices.

The MCA staff has a flexible hybrid work schedule (2 days in the office/3 days remote).

