

## **JOB DESCRIPTION**

### **SOCIAL MEDIA MANAGER/ASST GRANT WRITER/ADMINISTRATIVE ASSISTANT**

**Job Title: SOCIAL MEDIA MANAGER/ASST GRANT WRITER/ADMINISTRATIVE Assistant.**

**Department:** Veterans of Foreign Wars, Department of Indiana Headquarters, Indianapolis, IN

**Supervisor:** Department Adjutant and Department Quartermaster, Veterans of Foreign Wars, Department of Indiana

#### **General Job Description:**

**Excellent communications skills both oral and written.**

#### **Social Media**

- Using social media marketing tools to create and maintain the Department of Indiana's brand.
- Interacting with customers and other stakeholders via the Department's social media accounts.
- Setting key performance indicators (KPIs) for social media campaigns, such as targets for certain number of shares or likes and measuring a campaign's performance against the KPIs.

#### **Assistant Grant Writer**

- Research and evaluate grant opportunities for program and capacity alignment and make recommendations for pursuit of grant funding.
- Collaborate with team members to gather pertinent program information and goals for outcomes and outputs for submissions, and disseminate details for awarded grants, including measurement plans.
- Compose and edit grant proposals, letters of intent, concept papers, and grant report with strict adherence to deadlines.
- Assist with grant budget tracking and reporting.
- Execute annual fundraising efforts acquired through foundation and corporate foundation grants.
- Maintain grants calendar.
- Attend grant information meetings and build relationships with foundation partners.

#### **Administrative Assistant**

- Administrative Support at State Headquarters, Conferences, Conventions and Meetings.

- Making and confirming Rooms Reservations for National Convention and State Conferences and Conventions.
- Maintain the VFW Department of Indiana Website and Social Media Accounts.
- Work with the State Quartermaster in writing grants.

**Knowledge, Skills and Abilities Required:**

- Position requires advanced leadership and management skills, human relations, analytical, organizational and management skills to interface with the Department Officers and general membership to move the purposes and goals of the organization to a successful conclusion.
- Requires knowledge gained through extensive study in either a business or academic environment.
- The position further requires the ability to effectively communicate through written correspondence and public speaking.
- Proficient in Microsoft Word, Excel, Outlook, and Microsoft Calendar.
- General office skills, operation of standard office machines, copiers, document scanners, printers.

**Current membership or eligibility for membership in the Veterans of Foreign Wars or Auxiliary is required.**

**Working hours:** 8 - 4 pm Monday through Friday.

**Where:** 9555 E 59<sup>th</sup> Street, Indianapolis, Indiana

**Salary:** \$25,000.00 to \$30,000.00.

Email resume to [adj@vfwin.org](mailto:adj@vfwin.org)