

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, 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 study in either business experience 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: Negotiable, 32 hours per week.

Where: 9555 E 59th Street, Indianapolis, Indiana

Salary: Commensurate with experience and skills, also includes commission on grants received.

Email resume to adj@vfwin.org