



Marketing and Development Support Manager

Organization: Center for Independent Futures (CIF)

Location: Evanston, IL (Onsite)

Employment Type: Full-time (Flexible workweek of 4 or 5 days per week)

The Center for Independent Futures (CIF) is hiring a **Marketing and Development Support Manager** to strengthen our community presence and engagement. This role supports marketing initiatives and provides administrative support for fundraising and grants, ideal for a creative and detail-oriented professional passionate about nonprofit work.

Key Responsibilities

- Manage social media platforms and create engaging content.
- Design graphics and promotional materials using Canva.
- Produce monthly e-newsletters and maintain the website.
- Assist with event promotion and branding.
- Provide administrative support for fundraising events and donor stewardship.
- Track marketing/event metrics.

Requirements

- Bachelor's degree in marketing, communications, or a related field.
- 4+ years of experience in digital marketing or related roles.
- Strong writing skills and proficiency with Canva, WordPress, and email marketing tools.
- Highly organized with the ability to manage multiple tasks.
- Interest in nonprofit development and collaborative mindset.

Compensation and Benefits

- Salary: \$40,000 - \$50,000, based on experience.
- Flexible 4- or 5-day workweek (75-80% onsite).
- Comprehensive benefits, including health insurance and paid time off.



Center for
Independent Futures

Apply Now

Send your cover letter and resume to recruiting@independentfutures.org with the subject line "**Marketing & Development Support Manager.**" Applications are accepted until the job is filled.