



## Mission Driven Finance Marketing & Communications Coordinator

**Position:** Coordinator, marketing & communications  
**Reports to:** Senior manager of marketing & communications  
**Status:** Full-time, non-exempt  
**Location:** United States work-from-anywhere; option to be in-office in San Diego, CA

### About Mission Driven Finance

Learn more about us, our “why,” and our opportunities on our [jobs page](#).

### Who we are looking for

We are looking for a marketing & communications coordinator to help us share inspiring stories of using finance as a tool for change because we believe those stories can help reconnect capital and communities. You will support the full breadth of marketing and communications activities for a wide variety of stakeholders.

You are a wordsmith who can't stand jargon because it makes texts hard to understand and hard to access, and you are ready to bring your talents to create more inclusive communications practices. You are excited to help us inspire more people to join us in reimagining the financial system. You will ensure that we deliver accurate and timely updates about opportunities, successes, and (occasional) failures, craft supportive assets for our externally facing teammates to engage with stakeholders, and collect marketing analytics to inform our activities.

As a rapidly growing enterprise, we are looking for exceptional people who will continually expand their role in our company and our community. We believe in strength through diversity and expect all of our team to bring their lived experiences to our work. Everything we do comes from a community-first perspective and everybody on our team is values-driven in both work and life.

### Primary responsibilities

You will work primarily with the senior manager of marketing & communications (your supervisor) and have a high degree of interaction with our chief community officer, borrower services team, investor relations team, and director of business development. You will execute on all communication channels to ensure we have a strong, high-quality brand presence and support our other departments in their outreach, cultivation, and stewardship of stakeholders.

- Gather input from team and external sources to draft content for email newsletters, website, blog, social media, presentations, flyers, leave-behind materials, etc.



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- Maintain editorial calendar based on key holidays, occasions, and other events relevant to our work (while paying attention to current events to avoid timing faux pas)
- Capture and communicate the great stories of our borrowers' work in their communities
- Provide regular updates to investors and funders through emails, events, and reports, including presenting easily digestible portfolio information
- Keep assets organized and easily accessible for future needs, for both internal and external stakeholders
- Track and present marketing data, evaluate those analytics and make recommendations
- Triage inbound messages and respond to or forward to appropriate team members
- Contribute to a welcoming and fun environment for fellow team and community members

### Desired values, qualifications & skills

An ideal candidate will value and work to cultivate:

- Our mission to build a better financial system
- Developing solutions from a team perspective
- Ability to execute semi-independently and manage up
- Commitment to quality balanced with efficiency
- Sense of humor, flexibility, humility, patience, a growth mindset, troubleshooting spirit, and resilience

And have a background and skills that include:

- 1–2 years of experience working in marketing & communications-related roles
- Excellent verbal and written communication (including active listening)
- Strong attention to detail with an eye to continuous process improvement
- Some understanding of SEO, email & content marketing, marketing analytics
- Understanding of basic visual design principles
- Strong organizational skills
- Balancing competing and changing priorities and deadlines
- Passion for storytelling and translating data into relatable narratives
- Comfort independently sourcing solutions from vendors, online research, and your own networks (putting on your sleuth hat)

Preference for candidates who also have one or more of:

- Working knowledge of MS Office and Google Apps/G Suite, WordPress, CRM systems, email marketing tools (e.g. MailChimp), and social media outreach and platforms (e.g. Hootsuite)
- Familiarity with Google Analytics and other SEO tools
- Project management experience
- Adaptability in an evolving startup environment



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- Basic understanding of finance, nonprofits, social enterprise, social impact, social innovation

### Work environment

We are headquartered in San Diego, CA, with a distributed team across the United States. Our team is permanently remote, but we do gather in person approximately once per quarter, so some travel will be required (travels costs will be reimbursed). Our team is very fun and extremely humble :-)

### Compensation

This is a full-time non-exempt coordinator role with an hourly rate between \$18 and \$23 per hour, an annual range of \$37,440 to \$47,840. This position also includes company standard benefits:

- Generous paid time off plan along with 10 paid holidays
- Remote and flexible work schedule and environment
- 401k retirement plan with 4% employer match
- Stipend for work from home expenses
- Access to health/dental/vision plan
- Participation in company incentive program(s)
- \$500 professional development stipend per year

### Equal opportunity employer

Mission Driven Finance is an equal opportunity employer. We encourage all qualified candidates, regardless of race, ethnicity, religion, national origin, age, sex, disability, veteran status, or gender identity to apply for this position. We welcome smart people with non-linear/non-traditional experience and educational backgrounds to join our team. Should a candidate be offered the position, they will need to show documentation of the ability to work in the U.S. including completing an I-9. We are unable to offer work visas at this time.

### To apply

Interested applicants should send their **cover letter AND resume** by Friday, October 29 to [jobs@missiondrivenfinance.com](mailto:jobs@missiondrivenfinance.com).

No phone inquiries, please.