



DR. SUSAN LOVE FOUNDATION
— for breast cancer research —

Marketing & Communications Associate Job Description

Job Description:

Dr. Susan Love Foundation for Breast Cancer Research is looking for a dynamic, energetic associate who is passionate about breast cancer research to be the right hand to our Communications & Creative Manager and Senior Director of Marketing & Communications. Your insightful contributions will help develop, expand and maintain our marketing channels. You will play a major role in managing our social media channels and contributing to our email marketing campaigns.

Job Responsibilities and Duties:

- Support marketing & communications team in daily tasks including:
 - Managing info@drsusanloveresearch.org email
 - Campaign Monitor subscriber list maintenance
 - Scheduling social media posts in Hootsuite and live
 - Writing copy for social media captions and maintaining social calendar
 - Social media daily engagement and monitoring across all social platforms
 - Proofreading of outward-bound marketing materials such as newsletters and social media
 - Build email marketing campaigns in Campaign Monitor
 - Performing market analysis and research
 - Assist on press release drafting
- Research and develop creative social media campaigns and track results
- Coordinate marketing and development fundraising activities
- Assist with overall production of events
- Assist with committee and/or staff meeting materials and follow up

Skills and Qualifications:

- Bachelor's degree, preferably in Communications, Marketing, or Media.
- Experience with social media management
- Experience with PR a plus
- Excellent word processing and database management skills
- Experience with Microsoft Office Suite
- Excellent oral and written communication skills
- Strong organizational skills and professional demeanor
- Positive attitude and thrives in a team environment
- Experience with and Raiser's Edge, Classy.org and Adobe Photoshop and/or In-Design is a plus



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Foundation Description

Dr. Susan Love Foundation for Breast Cancer Research drives collaborative, cutting-edge research with nontraditional partners, primarily focused on fulfilling our mission of achieving a future without breast cancer and improving the lives of people impacted by it now. Many of the projects the Foundation undertakes are designed to increase our understanding of the human breast and what enables malignancy to occur, with the ultimate goal of developing methods to prevent it. We actively engage the public in our scientific research to ensure that it produces accurate and meaningful results. The Love Research Army, formerly the Army of Women, has served as a vital resource for breast cancer research for over 10 years. This year, in order to better reflect our longstanding commitment to fostering inclusive research, we rebranded the Army of Women as Love Research Army. Men, women, members of the LGBTQIA+ community, and non-binary people all get breast cancer. We are excited to be moving into a new decade with a name that reflects the desire and intent to include everyone in the research pool to study and end breast cancer once and for all.