



Fundraising and Marketing Coordinator

Location: PPSC Center, San Rafael, and community event locations

Status: Part-time • Hourly, non-exempt • Weekly hours to be confirmed

Compensation: \$40 per hour

Reports to: Executive Director

About PPSC

Postpartum Support Center (PPSC) is a growing 501(c)(3) nonprofit supporting expectant and new parents, children, and families throughout Marin County. We strengthen family well-being through compassionate, practical, and culturally responsive services during pregnancy, postpartum, and early parenthood, while promoting prevention and early identification of perinatal mental health challenges.

Our services bring together mental health and peer support, case management and resource navigation, the Marin Diaper Bank and family essentials, perinatal and parenting education, family learning and support groups, fatherhood and partner services, and car seat safety. Community partnerships, outreach, and advocacy help us reduce barriers to care.

Position summary

The Fundraising and Marketing Coordinator supports PPSC's fundraising, marketing, donor communications, social media and content, campaigns, and events. Key priorities include Walk for Moms and Marin Diaper Bank fundraising. This hands-on role helps strengthen donor relationships, share PPSC's impact, and connect the community with opportunities to give and get involved.

Working under the Executive Director's direction, this person turns approved priorities into organized campaigns and clear, engaging communications. The role works closely with staff to gather program updates and impact stories, maintain consistent branding, and keep fundraising and marketing projects on schedule.

Key responsibilities

Fundraising and donor engagement

- Coordinate approved giving campaigns, including year-end appeals and recurring donor outreach.
- Prepare donor acknowledgments, thank-you messages, updates, and follow-up communications.
- Maintain accurate donor, gift, sponsorship, and outreach records in PPSC's designated systems.
- Research prospective donors and sponsors; support outreach and follow-up with the Executive Director.
- Support baby sponsorship and Marin Diaper Bank giving campaigns with clear donor materials.

Events and community support

- Coordinate assigned fundraising activities for Walk for Moms and other PPSC events.
- Track sponsorships, registrations, in-kind gifts, deadlines, and donor recognition commitments.
- Prepare event promotions and materials; assist with setup, event activities, and follow-up.
- Collaborate with staff, board members, and volunteers on assigned fundraising projects.

Marketing and communications

- Create newsletters, social media posts, campaign emails, flyers, and website updates.
- Maintain a content calendar aligned with fundraising priorities, programs, and community events.
- Gather program updates, impact data, photos, and stories with staff and appropriate consent.
- Use consistent PPSC branding, accurate information, and respectful storytelling across channels.
- Coordinate distribution of approved materials to partners, donors, and community contacts.

Coordination and reporting

- Track campaign results, donations, and audience engagement; share concise progress updates.
- Organize project files and deadlines; flag decisions and approvals needed from the Executive Director.
- Help assemble program information and materials for funder communications as assigned.
- Perform other relevant duties assigned by the Executive Director.

Qualifications

- Experience in fundraising, marketing, communications, event coordination, or a related field.
- Strong writing, editing, and interpersonal skills, with attention to accuracy and audience.
- Ability to manage deadlines, organize details, and follow through on multiple projects.
- Comfort with social media, email marketing, website updates, and tools such as Canva.
- Experience with spreadsheets and donor databases, or the ability to learn new systems.
- Ability to handle donor and family information with discretion and respect.
- Collaborative work style and commitment to PPSC's mission and the families it serves.

Nonprofit experience, donor stewardship, and bilingual English/Spanish skills are preferred.

Schedule and compensation

This is a part-time position based at PPSC's San Rafael Center. Weekly hours and the regular schedule will be confirmed. Some evening and weekend work is required for fundraising and community events, with advance notice whenever possible.

Wages and Benefits

Pay is \$40 per hour. Part-time benefit eligibility will be confirmed before posting. Potential to transition into a full-time position for the right candidate.

Equal opportunity

PPSC is an equal opportunity employer. We welcome applicants from diverse backgrounds and experiences.

How to apply

To apply, please complete the application at <https://forms.gle/NUojtTrGNVmZF4kx5> and submit your résumé and cover letter.