



The Eagle Creek Park Foundation is a 501c3 nonprofit organization in Indianapolis, Indiana.
Our mission is to promote, preserve, protect and enhance Eagle Creek Park.

We are looking for our next Marketing and Program Manager who embodies our values of authentic relationships, integrity, lifelong learning, and the positive impact parks bring to our entire community.

Position Overview: Marketing and Program Manager

Reports To: Executive Director (ED)

Supervisory Responsibilities: None

Schedule: Full-time, 40 hours per week. Standard hours are Monday–Friday, 9:00 a.m.–5:00 p.m., with occasional evening and weekend work required for programs and events.

Compensation: \$51,000 annually; salaried, exempt position

Benefits: Eligible for Paid Time Off (PTO), healthcare stipend, and other benefits as outlined in the Employee Handbook.

Holidays: Eligible for paid holidays in accordance with the Employee Handbook.

Key Responsibilities

1. Marketing & Communications

- Develop and implement marketing strategies to enhance organizational visibility and engagement.
- Manage and maintain social media accounts to promote programs, events, and initiatives.
- Design and produce marketing materials, including graphics, promotional flyers, and digital assets.
- Update and maintain the organization’s website content to ensure timely and relevant information.
- Represent the organization through media opportunities, and community events.
- Create, distribute, and track email marketing campaigns to increase outreach and engagement.

2. Programs and Partnerships

- Plan, organize, and execute member programs, ensuring high-quality experiences for participants.
- Support the development of fundraising events with park staff and ECPF Board members.
- Cultivate, maintain, and expand partnerships with community organizations and stakeholders.

3. Leadership & Support

- Assist with membership pass fulfillment in coordination with the Office Manager.
- Collaborate with the Executive Director to provide input and support on marketing strategies and initiatives.
- Lead the Marketing Committee of the Eagle Creek Park Foundation Board, guiding strategic priorities and campaign execution.
- Oversee donor database and ensure accurate, up-to-date records and reports.

Required Skills and Abilities

- Strong verbal and written communication skills, with the ability to tailor messaging to diverse audiences.
- Proven interpersonal and relationship-building skills, with a customer service mindset.
- Highly organized with strong attention to detail and accuracy.
- Effective time management skills with the ability to prioritize and consistently meet deadlines.
- Proficiency in Microsoft Office Suite.
- Ability to navigate and de-escalate challenging customer interactions with professionalism and empathy.
- Demonstrated ability to work collaboratively within a team as well as independently on projects.
- Reliable, dependable, and committed to maintaining a consistent attendance record.
- Flexibility to work evenings and weekends as required for programs, events, and community engagement.
- Strong critical thinking and analytical skills to support decision-making and problem-solving.
- Capacity to manage multiple projects simultaneously while maintaining high-quality outcomes.

Education and Experience

- High school diploma or equivalent required; post-secondary education or relevant professional experience preferred.

Additional Requirements

- Ability to work at a computer for extended periods of time.
- Capacity to lift and carry materials weighing up to 15 pounds as needed.
- Ability to transport supplies and resources with your own reliable transportation.
- Valid driver's license required.

How to Apply

Interested candidates should submit the following materials via email:

- **Resume** outlining relevant experience and qualifications
- **Statement of interest** describing why you are interested in this position

Please send your application to:

Meghan Mustin, Executive Director

meghan@eaglecreekpark.org