



## **NOW ACCEPTING RESUMES & COVER LETTERS**

### **Position: Director of Marketing & Event Planning**

#### **Greater Clinton Partners for Growth (d/b/a Grow Clinton)**

#### **About Grow Clinton**

Grow Clinton is a 501(c)(6) nonprofit community and economic development organization serving the Greater Clinton Region. We are dedicated to promoting business growth, building community, and advocating for the sustainable economic success of our members and municipalities.

#### **Position Summary**

Grow Clinton is seeking an energetic and visionary professional with proven skills in event planning, marketing, and communications. Reporting to the President & CEO, the Director of Marketing & Event Planning will oversee the organization's promotional strategies and manage a wide variety of events that support our mission, engage members, and strengthen our community brand. This role requires strong leadership, creativity, and organizational skills to ensure events are executed successfully, communications are impactful, and brand awareness is consistently elevated.

#### **Key Responsibilities**

- Plan and manage events of varying sizes, purposes, and budgets to ensure smooth execution.
- Coordinate signature Grow Clinton events, including: Biz After 5, ribbon cuttings, EntreFuel Hour, Annual Meeting, Golf Outing, ShamROCK, Hangar Huddle, Father & Daughter Dance.
- Build and maintain strong relationships with member vendors, venues, and partners.
- Track event budgets, sponsorships, and registration payments; produce reliable financial reports.
- Lead and delegate to volunteer teams, ensuring they are equipped to succeed.
- Anticipate and plan for potential challenges that could impact events.
- Oversee and collaborate with Grow Clinton's volunteer Marketing & Events Committee.
- Manage all Grow Clinton communications, including email, social media, marketing collateral, and advertising.
- Monitor marketing trends and adjust strategies to maximize impact.



- Ensure Grow Clinton's brand is consistently represented with professionalism and creativity.

### **Qualifications & Experience**

- Strong leadership and interpersonal skills with the ability to inspire and influence.
- Collaborative team player, open to new ideas and solutions.
- Demonstrated event planning and execution experience.
- Proficiency in graphic design and marketing tools (Canva, Adobe Suite, etc.).
- Knowledge of digital marketing strategies, including SEO and social media campaigns.
- Excellent organizational skills with the ability to manage multiple priorities under tight deadlines.
- Strong written and verbal communication skills.
- Proven ability to build and maintain relationships with business and community stakeholders.

### **Compensation & Benefits**

- Competitive salary commensurate with experience, skills, and education
- Paid time off and performance bonus opportunities
- Insurance and benefits package provided

### **Confidentiality & Equality Statement**

We fully respect the confidentiality of all applicants. Candidate information will not be shared without the candidate's consent, and reference checks will only be conducted once a mutual interest has been established.

Grow Clinton is an equal opportunity employer and values diversity. We encourage all qualified individuals to apply, regardless of race, sex, creed, disability, or national origin.

### **To Apply**

Interested individuals should submit a resume and cover letter to:

Andy Sokolovich  
President & CEO  
[asokolovich@growclinton.com](mailto:asokolovich@growclinton.com)  
563.242.5702

**A resume and cover letter must be submitted by the close of business on  
Wednesday, September 17, 2025, to be considered for the position.**