



## **Events, Publications & Marketing Manager**

The Events, Publications & Marketing Manager will be responsible for coordinating the Foundation's upcoming events, as well overseeing Foundation publications (both hard copy and electronic), while managing in-house mailing lists. This position, part of the Foundation's communications division, is new and being offered initially on a contract basis through January 31, 2005, with the potential of becoming a permanent position thereafter.

### **Responsibilities:**

- Coordinate upcoming Foundation events, including the Annual Policy Orientation and newly established Policy Primers
- Coordinate donor events around the state under direction of the Director of Development
- Refine the Foundation's publications and internal marketing efforts, especially through electronic and hard-copy mail
- Oversee publication/distribution schedule of research reports
- Draft and publish the bi-weekly electronic newsletter
- Draft and publish the quarterly journal, *Veritas*
- Draft and publish brochures and other printed materials in conjunction with the needs of the research and development directors
- Assist in fielding media inquiries
- Assist in the Foundation's ongoing government relations projects
- Other duties as assigned

### **Qualifications:**

- Bachelor's Degree
- Strong writing skills
- Experience in coordinating events
- Experience with printed publications, including editing, layout and design
- Experience with graphic arts and e-mail publication
- Familiarity with Texas policy environment
- Demonstrated ability to work effectively in small workplace
- Demonstrated support of free market principles
- Ability to articulately advocate Foundation principles to legislature, media and general public

### **Compensation:**

- Monthly pay range between \$2,500 and \$3,200, based on experience.

### **Please send resume, references, and work samples to:**

Vice President  
Texas Public Policy Foundation  
411 Brazos St., Ste. 99, Austin, Texas 78701  
Or by fax: 512-472-2728