



Position Title: Marketing and Communications Coordinator

Reports to: Senior Director, Marketing and Communications

Direct Reports: none

About USGIF: The United States Geospatial Intelligence Foundation (USGIF) is a 501(c)(3) nonprofit dedicated to advancing the geospatial intelligence (GEOINT) tradecraft and building a stronger GEOINT community. USGIF brings together government, industry, academia, professional organizations, and individual practitioners to address national security challenges through geospatial intelligence. The Foundation achieves its mission by building the community, advancing the tradecraft, and accelerating innovation through programs, partnerships, education and workforce initiatives, and events.

Job Summary: The United States Geospatial Intelligence Foundation (USGIF) is seeking a mission-driven Marketing and Communications Coordinator to support and execute communications and marketing strategies that elevate USGIF's brand, programs, and impact across the GEOINT community.

Reporting to the Senior Director of Marketing and Communications, this role will serve as a key contributor to day-to-day marketing and communications execution, including content production, marcom calendar management, and campaign support. The Marketing and Communications Coordinator will help drive engagement across USGIF's programs, including events, membership, partnerships, and education and workforce initiatives, by delivering clear, compelling, and consistent messaging aligned with USGIF's mission and priorities.

Responsibilities:

- Manage and maintain USGIF's marketing and communications calendar, ensuring alignment across programs, campaigns, and organizational priorities.
- Manage and maintain website content and digital communications using web and marketing platforms.
- Execute and publish integrated marketing and communications content across multiple channels, including web, social media, blog posts, marketing materials, and event communications.

- Draft, schedule, and distribute targeted email campaigns and broadcast communications to engage USGIF audiences and support program objectives.
- Coordinate across Membership, Events, Education, and Programs teams to ensure messaging is timely, consistent, and aligned.
- Execute marketing and communications campaigns that support audience growth, engagement, and program participation.
- Track and report on content and campaign performance, providing recommendations for optimization.
- Identify and elevate stories that demonstrate USGIF's impact across the GEOINT community and translate complex GEOINT concepts into clear, engaging content.
- Support media relations, partner communications, and brand consistency efforts as needed.

Position Qualifications:

- U.S. citizenship required.
- 2–4 years of experience in marketing, communications, or related fields; nonprofit, association, or mission-driven experience a plus.
- Familiarity with marketing platforms (e.g., HubSpot or similar) and content marketing best practices.
- Excellent writing, editing, grammar, and content development skills across digital platforms (web, email, social).
- Experience executing marketing and communications campaigns and supporting content across multiple channels.
- Familiarity Asana or similar project management software
- Strong organizational and project coordination skills, with the ability to manage multiple priorities and deadlines.
- Ability to collaborate across teams and support execution of cross-functional initiatives.
- Interest in or exposure to the GEOINT, national security, or related mission space preferred.
- Willingness to support hands-on execution and travel in support of events and organizational priorities.

Work Environment and Travel

- Hybrid work model with regular in-office presence in Herndon, VA (typically Tuesdays).
- Occasional morning and evening events in the DMV area.
- All USGIF employees are expected to travel one week annually to support the GEOINT Symposium.
- Additional travel of approximately 1–3 weeks per year (primarily domestic; limited international travel possible).
- Ability to lift up to 25 lbs. and stand or walk for extended periods during on-site event production.

Salary and Benefits:

- Salary \$58,000 - \$63,000, based on experience
- USGIF offers a generous benefits package, including 100% paid individual employee health care, 401(k) with match, hybrid work environment AND a performance-based bonus of up to 15%.
- Interested in applying? Email cover letter and resume to hr@usgif.org
- Deadline to apply: Monday, April 13, 2026