

Communications & Development Specialist
North Littleton Promise
www.northlittletonpromise.org

Organization Mission: North Littleton Promise builds life-giving relationships with immigrant kids and their parents to foster faith, education and leadership in Christ-centered community. NLP runs after school, soccer and summer programs along with groups, workshops and resource navigation for parents. NLP is a small, faith-based non-profit with established relationships in the Littleton community with opportunities for growth.

Job Summary:

This team member works closely with the Exec. Director and is responsible for communications, fundraising events and campaigns and partner development. This role requires strong communication and interpersonal skills to represent and promote NLP and our mission to our partners. This person needs to be a self-starter, and motivated while working independently.

Supervision:

Supervised by the Executive Director

- Two weeks of paid vacation plus 8 paid holidays

Salary Range/Hours:

- \$20-22 depending on experience
- Part Time (20-25/hrs wk)

- Mandatory hours for weekly meetings, some flexible hours
- Some remote work allowed

Required Experience:

- 4-year bachelor's degree
- Strong oral and written communication skills
- Experience with communication and design tools like Canva, MailChimp
- Event planning experience

Preferred Experience:

- Experience working in faith-based non profit
- Fundraising experience

Responsibilities: (included, but not limited to)

1. Communications

- Implement annual communications plan incl. website, email, social media, and print campaigns
- Design, create and manage print/online campaigns
- Regularly update website and marketing materials
- Administrative and record management duties across programs (Kindful and MailChimp)

2. Resource Development

- Plan and manage fundraising events, including facility, vendors, promotion, and volunteer teams
- Manage annual fundraising campaigns (peer to peer, monthly donors, CO Gives Day, etc...)
- Facilitate thank you strategy for major events/campaigns
- Helps Executive Director meet with donors/partners

3. Partner Development

- Build relationships with church partners: meetings, appreciation, church visits, volunteer recruitment and fostering growth in partnerships
- Build relationships with corporate partners: event sponsorship, service projects and year round engagement (supply drives, guest speakers, etc...)

4. Any added responsibilities at the discretion of Executive Director

Submit resumes to Maureen@northlittletonpromise.org