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Fort Collins, CO 80525

www.respitecareinc.org

Job Description: Communications Manager

Position Title: Communications Manager

Reports To: Development Director

Hours: Full Time (40 hours/week, including occasional weekend and evening hours)

Travel: 1-3 times per year

Date Reviewed: June 2018

POSITION SUMMARY

Mission: Respite Care is a nonprofit organization in Larimer County that provides short term, quality care for children with developmental disabilities, giving respite to their families, and enhancing the quality of life for the entire family.

The purpose of this position is to ensure that Respite Care's interactions with our community have a consistent, positive, and professional brand. This role manages donor interactions with Respite Care, including tracking all financial contributions and generating acknowledgement letters. This role implements a marketing plan to grow and maintain community awareness and engagement. An ideal candidate is both creative and precise.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Manage donor database, including donor contacts, mailing lists, and fiscal reporting
- Track contributions and generate letters and tax forms for all financial and in-kind gifts in donor database
- Manage and execute all aspects of community communications and marketing including:
 - Social media
 - E-Newsletters
 - Website maintenance
 - Special event communication in collaboration with Community Engagement Officer
 - Distribution and design of brochures, annual report, and other branding collateral
 - Other marketing tasks as needed
- Design online and print content as needed
- Attend community presence opportunities, including booth and networking events
- Manage materials and set up of community tours
- Facilitate financial transactions as necessary
- Other duties as assigned

MINIMUM REQUIREMENTS

- Bachelor's Degree
- Strong verbal and written communication skills
- One year of marketing, database, nonprofit, or other relevant experience
- Excellent organization and attention to detail
- High level of professional integrity and strong work ethic
- Ability to work closely with a team

Applicants may submit a resume and cover letter to Lauren Whynott at lauren@respitecareinc.org