



## Give! Campaign

### Communications Coordinator

The Give! Campaign is a year-end philanthropic initiative created to encourage everyone in the Pikes Peak region to give back and get involved with local nonprofits. Our mission is to stimulate community philanthropy in fun, fresh and innovative ways, with a particular emphasis on catalyzing philanthropy from those age 36 and younger. Since 2009, Give! has enabled 205 local nonprofits to raise \$11.4 million from over 83,000 donations while helping them access matching grants, media exposure and capacity-building training opportunities. Give! is powered by the *Colorado Springs Independent*, the *Colorado Springs Business Journal* and the *Pikes Peak Bulletin* newspapers.

### Job Description

The Give! Campaign seeks a Communications Coordinator who is passionate about nonprofit organizations, philanthropy and the Pikes Peak region. This position will coordinate a broad range of information to and from our partners needed to produce a robust fundraising website and print Give! Guide that build awareness and raise funds for 100+ local nonprofits. The Communications Coordinator supports our participating nonprofits by managing all submissions and deadlines, and supports our partnerships with sponsors, businesses and media outlets by managing collateral to ensure complete and accurate information and recognition in our website and print guide. The coordinator works with nonprofits and media partners to track and promote media features; process matching grant pledges; and manage donor acknowledgments. The Communications Coordinator helps manage digital newsletters and supports Give! events. The Communications Coordinator works in partnership with and reports to the Executive Director. A successful Campaign Coordinator will identify and act on opportunities to advance the Give! Campaign while managing day to day activities.

### Responsibilities

- Partner communications: Manage a high volume of communications with campaign partners including 100 nonprofits, 25 business reward providers, 20 media partners, in-house and external designers, web developers, and bookkeepers.
- Content management: Manage text and visual content for indygive.com and the Give! Guide ensuring deadlines are met, data is accurate, corrections and edits are made, and content is complete. Build and manage multiple content submission forms and deadlines, track and route submitted content to designers, web developers and bookkeepers. Update content on, and download reports from WordPress website.
- Nonprofit support: Help edit and update the DIY Playbook instructions for participating nonprofits, provide updates and answer questions on participation requirements, deadlines and submissions.
- Event support: Assist in planning and implementing special events and workshops for nonprofits.
- Database implementation: Support the implementation of a new database to effectively track relationships and donations to and through Give! This will involve data entry, merging and creating reports.
- Media: Support traditional and social media marketing and engagement, creating posts and tracking online engagement. Coordinate, track and promote media spots about Give! and participating nonprofits during the campaign. Use MailChimp's email marketing platform to produce newsletters to various constituencies.
- Fundraising and constituent service: Respond to inquiries and requests from donors and participating nonprofits. Support executive director's fundraising with donor stewardship as needed. Write and send donor thank yous.
- Board of Directors: Provide administrative support to the board in scheduling, taking minutes, and providing reports.

## Expectations / Qualifications

- Effective written and verbal communicator with strong interpersonal skills, ability to manage relationships with professionalism and kindness, a customer service mindset, and a sense of humor;
- Highly skilled and comfortable using Google Suite tools and integrations, especially forms and manipulating data in spreadsheets;
- Highly detail-oriented, with demonstrated proficiency in managing a large volume of details, data, and deadlines with competing priorities;
- Experienced and proficient using social media platforms and email marketing platforms;
- Able to work in a team-centered environment with considerable independent judgement and initiative, and promote a culture of mutual accountability and high performance;
- Able to recognize the principles of multicultural sensitivity and apply culturally appropriate skills in all interactions with constituents, co-workers, volunteers, partner agencies, and other community members; and
- Experienced with local nonprofit community and media relations.

## Education / Experience

- BA/BS preferred
- Proficiency with Google Suite applications essential
- Proficiency with donor databases preferred
- Demonstrated success managing public-facing communications required
- At least 2 years nonprofit or administrative experience required

## Physical Requirements

- Ability to work in a typical office environment
- Must have transportation to travel to various meetings and events

## Compensation

The Communications Coordinator position may be full time or part time depending on experience. Hourly pay range is \$15-23/ hour.

## Nondiscrimination Policy

Give! does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## How to Apply

Please send cover letter, resume, and writing sample to [give@csindy.com](mailto:give@csindy.com). In the subject line, write, "Communications Coordinator Application," and your last name. In addition to a cover letter and resume, please send a writing sample responding to the following question in 500 words or less: "*Why is philanthropy important in our community?*"