



Development & Communications Associate

Organization: Recovery Café Longmont

Location: Longmont, Colorado

Reports to: Director of Philanthropy

Compensation: \$65,000–\$67,000 annually

Employment Type: Non-exempt

About the Organization

Recovery Café Longmont was founded on the knowledge that the life of every human being is worthy of love and respect. We walk with people through the months and years after treatment, helping individuals rebuild their lives and break harmful cycles. We offer community, accountability, and skill-building through enriching and impactful programming for individuals in every stage of recovery.

Our Mission

We are a community of refuge and healing for people in recovery.

Our Vision

To be an enlightened community where people in all walks of recovery are empowered to be their best selves.

Position Summary

Recovery Café Longmont seeks a highly organized and proactive **Development & Communications Associate** to support a dynamic and fast-paced Development team. This position works closely with the Director of Philanthropy to implement fundraising initiatives, assist in the management of donor relations, and execute communications strategies.

This is a critical role that requires exceptional attention to detail, strong organizational skills, and the ability to manage multiple priorities effectively. The successful candidate will help create a positive and engaging experience for donors while contributing to the organization's overall growth and capacity.

Key Responsibilities

Donor Relations & Database Management - 40%

- Maintain and manage the donor database (Little Green Light), ensuring accuracy, consistency, and integrity of records

- Manage information and reporting on all other donation platforms, including Colorado Gives.
- Process, record, and acknowledge all donations in a timely manner
- Track donor activity and campaigns and generate reports as needed
- Assist with donor stewardship, including thank-you calls, personalized outreach, and other engagement efforts

Marketing & Communications - 30%

- Manage social media strategy across platforms
- Maintain and update website content to ensure accuracy and relevance
- Produce and distribute newsletters and communications via our email marketing platform
- Design and develop a range of marketing and communication materials, including donor proposals, mailings, and event collateral
- Ensure consistent and professional representation of the organization's brand across all channels
- Assist Program staff by posting daily events and activities for members

Events & Fundraising Support - 30%

- Assist in the planning, coordination, and execution of Recovery Café Longmont's signature events and provide support for community events
- Support sponsor relations, including both monetary and in-kind contributions
- Contribute to the development of event-specific marketing strategies and materials
- Assist with event logistics, execution, and post-event follow-up

Required Qualifications

- Strong written communication skills
- Strong organizational skills with exceptional attention to detail
- Demonstrated ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Experience in donor or client relationship management
- Proficiency in Google Workspace or transferable skills like experience with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Ability to work both independently and collaboratively within a team environment

Preferred Qualifications

- Bachelor's degree in Business, Communications, Nonprofit Management, or a related field, or an equivalent combination of education and experience
- Experience in fundraising, business development, communications, event planning, or a related field
- Experience with using email marketing platforms (Mailchimp), CRMs (Little Green Light), graphic design (Canva), or other graphic design software

- Experience in a nonprofit environment, specifically with marketing and communications efforts as a member of the development team.
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Core Competencies

- Attention to detail and accuracy
 - Strong organizational and time management skills
 - Critical thinking and problem-solving ability
 - Initiative and self-motivation to problem solve
 - Ability to balance and prioritize multiple concurrent responsibilities
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Application Process

Qualified candidates are encouraged to submit a **resume, cover letter, and references** to: gretchen@recoverycafelongmont.org. The deadline to submit an application is Monday, July 6, 2026. No phone calls please.

Equal Opportunity Statement

Recovery Café is committed to fostering a diverse and inclusive workplace. The organization is proud to be an equal opportunity employer and considers all qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, disability, age, or veteran status.
