



## **Job Description**

### **Communications and Development Specialist**

**Job Summary:** Recovery Café Longmont is a community of refuge and healing for people in recovery. The Communications and Development Specialist provides support in carrying out the fundraising initiatives for the Café to support its vision to be an enlightened community where people in all walks of recovery are empowered to be their best selves and works to nurture and maintain our guiding principles to show respect, practice forgiveness, cultivate compassion, encourage growth, and connect with the divine love in ourselves and others.

The Communications and Development Specialist will be responsible for developing communications and marketing strategies to ensure the community and donors are informed about the mission and services of the Café. The Communications and Development Specialist will also have overall responsibility for managing the donor database and support the Café's donor relations and stewardship efforts. The ideal candidate will have a passion for our mission, a learning mindset, and an eye towards detail.

**Days and Hours of Operation:** This is a part time position, with some work from home flexibility.

**Wage:** \$25 per hour

**Reports to:** Director of Philanthropy

#### **Primary Responsibilities:**

##### *Communications Support*

- Website: Write content and make updates to keep the the Café website interesting, inspirational, and up-to-date
- Social media: Be the voice of the Café on Facebook, Instagram, Twitter and LinkedIn. Help to grow our presence, share our news, and make sure we're staying relevant and in the public eye
- Writing and editing: Write and edit e-news, social media content and other marketing and development materials including the annual report
- Graphic design: Create images, graphics and layouts so that the Café's communications efforts look consistent, professional and inspirational
- Event support: Help us plan and promote small, focused events by creating invitations, event materials and talking points
- Coordinate with Management Team to update communications calendar

### *Development Systems Support*

- Work with the Director of Philanthropy to update and maintain donor and grant records to ensure data accuracy and integrity
- Process check, cash, and credit card donations
- Produce a variety of reports in our CRM to support the Finance and Development teams as well as the leadership team
- Conduct prospect research as needed, assemble materials for cultivation and solicitation visits

### *Donor Relations and Stewardship*

- Manage the entire donor acknowledgment process
- Assist with donor correspondence (phone, email, direct mail) and document all relevant information in CRM
- Assist in engagement and stewardship of annual fund donors
- In collaboration with the Director of Philanthropy, customize and implement the overall donor stewardship strategy and engagement initiatives
- Provide support for the volunteer Philanthropy Committee

### *Grant Support*

- Produce and update grant deadline reports and calendar
- Assist in preparation of grant applications, review/proof narratives, assist in preparation of grant proposal requirements including budgets, timelines, etc.

### **Required for this Position:**

- Experience in a marketing and communications role (may include creation/production of collateral materials, website and social media management, marketing/communications strategy)
- Exceptional writing, grammar, and proofreading skills
- Ability to write persuasively and creatively, tailoring writing tone and content to audience
- Exceptional attention to detail

**To Apply:** Email resumé and cover letter explaining how your work and life experiences qualify you for this position to: [Virginia@RecoveryCafeLongmont.org](mailto:Virginia@RecoveryCafeLongmont.org). In your cover letter, please discuss why having a community of support is important for people in recovery. No phone calls please. Applications will be received on a rolling basis and the position will remain open until filled.

For more information, visit our website: [recoverycafelongmont.org](http://recoverycafelongmont.org)

Recovery Café Longmont is a drug-free workplace. Candidates and employees must be able to pass a criminal background check and provide proof of Covid vaccination or a medical waiver.