



www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
Main office phone: 970.259.2464
Main office fax: 970.259.2618
cci@cci-colorado.org

Title: Vice-President of Marketing and Development

Reports to: President/CEO

Supervises: Office Manager

FLSA: Salary/Exempt

Job Description: The VP of Marketing and Development is responsible for securing financial resources through grants and appeals that will support the organization's programs and services and create and oversee the implementation of a strategic approach to fundraising, which may include major gifts, corporate donations, grant solicitation and in-kind resources and other proven fundraising techniques. The VP of Marketing and Development is also responsible for helping to build and manage the organization's brand and all aspects of marketing communications in order to raise awareness of the organization. The VP of Marketing will work closely with the CEO and, as needed, the Board of Directors, to execute goals developed in CCI's Strategic Plan. All employees will uphold our mission, vision, and values.

Responsibilities:

- Responsible for developing an annual comprehensive development plan, in collaboration with the CEO, with targeted goals, objectives, methods, quantifiable outcomes and timelines which will achieve budgeted goals.
- Develop annual calendar of events and appeals that supports the development plan.
- Responsible for securing general operating and capacity building grants, including writing and submitting new and renewed grants and reports.
- Responsible for working closely with staff to review program services in order to obtain information for reporting; comply with donor expectations and be aware of programmatic needs for funding to fill gaps or unmet needs of clients.
- Responsible for developing and monitoring a realistic annual fund budget with realistic revenue and expense projections.
- Monitor national, regional, and community trends in fundraising and development and adapt and implement fundraising strategies that are effective and ethical. Maintain knowledge of federal and state legislation affecting charities and nonprofit fundraising.
- Develop and execute with CEO a comprehensive marketing plan that includes events, media relations, press releases, social networking, Annual Report, website, newsletters and branding. Create, write, and edit materials for marketing plan.
- Responsible for planning and execution of at least one annual event.
- Manage the production and distribution of quality ancillary materials that support development and marketing goals.



**There is more to me
than my disability.**
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- Investigate possibilities of program partnerships and strategic alliances that will extend the organization's brand in the community and increase avenues of support.
- Responsible with the CEO to grow positive awareness of the organization and strengthen its reputation with clients, funders, and the communities it serves. Ensure consistency in messaging and branding by all employees and volunteers acting as ambassadors in the community.
- Establish recognition, acknowledgements, and incentives for donors and volunteers.
- Responsible for recruiting and managing volunteers to assist with fundraising and program support efforts.
- Oversee the administration of a donor mailing list and database that respects the privacy and confidentiality of donor information.
- Meet with Executive Team, Board of Directors, and attend other meetings as needed.
- Assist with the preparation of the Annual Report when needed.
- Assist with hiring and supervision of all staff assigned to department.
- Any and all reasonable duties as assigned.

Qualifications and Skills:

- Bachelor's degree in marketing, business, communications or a related field with a minimum of five years' experience in marketing and development; Master's degree or Certified Fund Raising Executive (CFRE) accreditation preferred.
- Excellent oral and written communication and interpersonal skills.
- Mastery of traditional and social media marketing platforms.
- Proven success in areas of individual and corporate giving as well as grant writing and funding.
- Demonstrated experience managing timelines and budgets effectively.
- High energy, outgoing team player with a passion for Community Connections' mission.
- Working mastery of computer programs including: Microsoft Word, PowerPoint and Excel, website design, social media platforms and experience managing donor database systems.
- Demonstrated experience effectively managing employees and volunteers.
- Valid license in the State in which they reside and acceptable motor vehicle record and background check.

Competencies:

1. Communication Proficiency
2. Customer focus
3. Leadership
4. Presentation Skills
5. Problem Solving/Analysis
6. Results Driven
7. Strategic Thinking



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8. Technical Capacity
9. Financial Management
10. Initiative
11. Personal Effectiveness/Credibility
12. Stress Management/Composure
13. Performance Management

Physical Demands of the Job: Must be able to work at a desk for 80% of the time. Heavy computer work, sitting for long periods of time, use of visual work, and finger dexterity. Must be able to talk and hear. Occasionally required to stand and walk, reach with hands and arms, climb stairs, balance, stoop, or crouch. The employee must occasionally lift and/or move up to 25 pounds.

Position Type/Expected Hours of Work: This is a full-time, executive level position. General hours of work are Monday through Thursday, 7:30-5:30 p.m. However, this position requires occasional evening and weekend work for special events. Occasional travel required for meetings and trainings outside SW Colorado. Daytime travel within Southwest Colorado is frequent. This position is based from the Community Connections administrative office in Durango, Colorado, but may have flexibility in work hours and location.

Seeking a world-conqueror to lead marketing and fundraising efforts to create social justice and integration for adults and children with developmental disabilities. This new position holds opportunities for creativity, hobnobbing and strategic thinking. BA and experience in marketing and development required. FT, annual salary \$69,680 + benefits (including 4 day work week and incredible coworkers). To apply go to www.communityconnectionsco.org Employment tab. Send resume, cover letter, and application to Judy Schreckenbach, HR Vice President, at judys@cci-colorado.org or fax Attn: Judy at 970-259-2618 by Wednesday, February 21, 2018, 5 PM. For more information about position, call Ms. Schreckenbach at 970-259-2464. EOE