



The mission of Evergreen Christian Outreach (EChO) is to assist people in our community with their basic and urgent needs and to help them realize their potential on a path to self-sufficiency. EChO's services are designed to assist community members who are facing personal or economic adversity by providing a range of wrap-around services tailored to the specific needs of individuals and families. EChO's programs include the Food Pantry, Client Services, Job Center, Evergreen Shelter Program and the EChO Resale Shop. EChO serves a diverse population primarily consisting of residents of the unincorporated mountain areas of Jefferson and Clear Creek counties.

ECHO relies on contributions from individual donors, community-based organizations, faith-based organizations, and grants. In addition, EChO operates a resale shop for the purpose of supplementing its income and to accomplish our mission.

EChO is currently seeking a Development and Communications Associate to join our growing team. The Associate provides fundraising, marketing and administrative support to assist the overall Development and Marketing Communications effort.

This position reports directly to the Director of Development and Communications (DODC) and will strategically improve the donor experience in every aspect of external communication: social media, website, E-marketing, E-newsletters, videos, printed collateral, events, and fundraising campaigns.

The ideal candidate for this role is an adaptable team player with excellent networking abilities, superior people skills, exceptional communication, and outstanding organizational and time-management abilities.

#### Summary of Responsibilities:

- Development
  - Collaborate, support and assist the DODC with all strategic initiatives aimed at achieving annual revenue goals for the organization.
  - Serve as a primary point of contact for incoming development-related inquiries, responsible for fielding phone calls/emails and connecting donors appropriately.
  - Manage the donor database and associated reporting, integrating the use of data as part of the communication process.
  - Collaborate with Volunteer Services Director to organize and oversee support for development-related projects, including special events and campaigns.
- Third-Party Fundraisers, Church and Corporate Partnerships
  - Manage relationships and coordinate church and corporate partner needs.
  - Attend events when needed (sometimes on evenings and weekends).
  - Give presentations and/or represent EChO at events.
  - Follow up post-event to ensure receipt of donation and thank you communication.
  - Perform ongoing cultivation and stewardship of partners.

- Assist with EChO's annual special events
  - Support the management of various event vendors.
  - Assist with the overall set up and management of events as needed
  - Solicit auction items.
  - Organize event-committee meeting agendas and recap emails.
  - Assist with day-of-event needs.
  - Cultivate new and existing donor relationships at events.
  - Coordinate virtual events, including scheduling video shoots, photo shoots, and promotions.
- Marketing/Communications: Assist with building EChO brand awareness and online/social media presence
  - Coordinate with the DODC to manage the overall communications calendar to include donor mailings, direct mail campaigns, events, content schedule, and social media posts.
  - Update website as needed.
  - Assist with the creation of video assets for virtual events, digital marketing needs, fundraising campaigns, etc.
  - Create and disseminate email messages through Constant Contact.
  - Manage Instagram, Facebook accounts and work to increase social media engagement across all platforms.
  - Create digital campaigns and marketing collateral as needed.

#### Education, Experience and Skills

- One (1) to three (3) years of experience with non-profit fundraising and/or community outreach activities preferred.
- Bachelor's degree in communications, marketing, business, or related field preferred.
- Outstanding written communication and presentation skills.
- Strong knowledge of social media and other basic marketing platforms.
- Graphic design and basic video production skills are a major plus.
- Ability to communicate effectively with peers, management, clients, partners, donors, vendors, volunteers, and stakeholders.
- Proficiency in using a database, email communications system and web/social media.

The compensation range for this full time, non-exempt position is \$17.50 to \$19.00 per hour depending on experience. EChO offers medical, dental, vision and a Simple IRA as well as vacation, sick and personal days.

How to Apply: Please submit cover letter and resume to [development@evergreenchristianoutreach.org](mailto:development@evergreenchristianoutreach.org) and include "Marketing & Development Associate" in the subject line.