

## **Communications & Development Director Colorado Legacy Foundation**

### GENERAL RESPONSIBILITIES

The Communications & Development Director is responsible for the communications planning, management and materials development as well as the Development strategy and implementation for the Colorado Legacy Foundation. Working with the specific program directors, the Communications & Development Director will ensure consistent messaging and optimization of resources for all communications functions. The Development related responsibilities will include working with the CEO and program directors to determine development strategy for the organization, management of all CLF fundraising activities. Additional responsibilities will include prospect and grant opportunity identification and coordination of grant activities and well as grant-writing for the Colorado Legacy Foundation.

### MAJOR DUTIES AND RESPONSIBILITIES

#### **COMMUNICATIONS/MARKETING**

- Develop and implement, with team members, the communications and marketing strategy for the Colorado Legacy Foundation and individual program areas.
- Creation of all CLF Press releases and copy for necessary materials.
- Media interface for CLF
- Interface with communications consulting firm working on program area projects.
- Work with program directors on specific marketing/communications materials
- Work to develop convening strategy and implementation for all program areas.
- Manage Website including the updating of new materials and design.
- Other duties as required.

#### **DEVELOPMENT**

- All development functions related to events of the CLF including luncheon & summit sponsorships.
- Grants tracking
- Grant opportunity identification
- Grant writing and/or coordination.
- Maintain donor database
- Identification of new donor prospects.
- Writing of Grant reports
- Other duties as required.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Minimum Qualifications:

3+years experience in Communications and/or development.

Grant writing experience

Excellent written and verbal communications skills

Strong attention to detail

Ability to multi-task with strong organizational skills

Self-starter with ability to work as part of a team

Expertise in website creation/management

Expertise in Microsoft Office applications

Experience with social media and online communications

Experience in graphic design and visual communications

Background in Education issues preferred

Salary:

This is a full time position. Competitive salary and benefits package will be commensurate with qualifications and experience.

Interested applicants should send resume and cover letter to

[mandres@colegacy.org](mailto:mandres@colegacy.org)

[www.colegacy.org](http://www.colegacy.org)

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