

**Communications & Development Specialist**  
**North Littleton Promise**  
[www.northlittletonpromise.org](http://www.northlittletonpromise.org)

**Organization Mission:** North Littleton Promise builds life-giving relationships with immigrant kids and their parents to foster faith, education and leadership in Christ-centered community. NLP runs after school, soccer and summer programs along with groups, workshops and resource navigation for parents. NLP is a small, faith-based non-profit with established relationships in the Littleton community with opportunities for growth.

**Job Summary:**

This team member works closely with the Exec. Director and is responsible for communications, fundraising events and campaigns and partner development. This role requires strong communication and interpersonal skills to represent and promote NLP and our mission to our partners. This person needs to be a self-starter, and motivated while working independently.

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**Supervision:**

Supervised by the Executive Director

- Two weeks of paid vacation plus 8 paid holidays

**Salary Range/Hours:**

- \$22-25 depending on experience  
- Part Time (30-35/hrs wk)

- Mandatory hours for weekly meetings, some flexible hours  
- Some remote work allowed

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**Required Experience:**

- 4-year bachelor's degree  
- Strong oral and written communication skills  
- Experience with communication and design tools like Canva, MailChimp  
- Event planning experience

**Preferred Experience:**

- Experience working in a faith-based non profit organization  
- Fundraising experience

**Responsibilities: (included, but not limited to)**

**1. Communications**

- Implement annual communications plan incl. website, email, social media, and print campaigns  
- Design, create and manage print/online campaigns  
- Regularly update website and marketing materials  
- Administrative and record management duties across programs (Kindful and MailChimp)

## ***2. Resource Development***

- Plan and manage fundraising events, including facility, vendors, promotion, and volunteer teams
- Manage annual fundraising campaigns (peer to peer, monthly donors, CO Gives Day, etc...)
- Facilitate thank you strategy for major events/campaigns
- Help the Executive Director meet with donors/partners

## ***3. Partner and Volunteer Cultivation***

- Build relationships with church partners: meetings, appreciation, church visits, volunteer recruitment and fosters growth in partnerships
- Create and execute consistent rhythm of volunteer recruitment
- Build relationships with corporate partners: event sponsorship, service projects and year round engagement (supply drives, guest speakers, etc...)

## ***4. Any added responsibilities at the discretion of Executive Director***

***Submit resumes to [Kristine@northlitletonpromise.org](mailto:Kristine@northlitletonpromise.org)***