



## Denver Academy of Torah

### **Development & Communications Coordinator**

#### Position Overview:

We are seeking a part-time dynamic and creative individual to join our Advancement Team. This role plays an integral part in the school's fundraising and communications efforts, and involves event planning, donor stewardship, maintaining donor records, marketing and communications efforts, and social media.

#### Key Development Responsibilities:

- Assist in the planning, coordination, and execution of fundraising events and campaigns. Oversee logistics and coordinate with vendors and volunteers as needed.
- Manage donor communications including acknowledgements, appeals, invitations, and newsletters.
- Responsible for donor stewardship including thank you calls, thank you notes, and other personalized communications.
- Maintain donor records in donor database and Constant Contact.
- Provide administrative support to the Advancement Director as needed.

#### Key Communication Responsibilities:

- Responsible for social media strategy including writing and developing content for Facebook and Instagram. Ability to track and measure success.
- Responsible for developing, writing and editing content for weekly newsletters to parents, faculty, donors and the broader community.

- Responsible for maintaining website including creating and adding content and photos.
- Create and design donor materials such as flyers, invitations, postcards, etc.
- Responsible for taking photos of school-wide events and daily happenings.

Qualifications:

- Bachelor's degree or working toward bachelor's degree
- Experience working in Development, Fundraising, and/or Communications
- Strong writing and editing skills
- Knowledge of graphic design
- Must demonstrate strong organizational, time management, and project management skills; must be able to meet deadlines
- Social media experience preferred
- Nonprofit experience preferred but not required

Reports to:

Advancement Director

Time Commitment: 20 hours a week

Hourly Range: \$20-\$25 per hour