Fundraising and Marketing Coordinator – Work part-time from home!

Since 2003, Court Care has provided free, licensed childcare to anyone who need to be in court in the Pikes Peak Region. Nearly 60,000 children have visited our facility and played while their parents were in court proceedings.

The Position: Seeking a part-time, contract Fundraising and Marketing Coordinator. This position works closely with Court Care's Executive Director and dynamic Board of Directors to secure all funding and sustain stellar marketing and communications. Work from home, on your schedule. While hours vary based on projects, it is typically 10 – 20 hours / week of work. The Fundraising and Marketing Coordinator reports to the Executive Director and Board of Directors. This is a long-term contract position. Compensation is commensurate with experience.

Requirements:

- Must be a highly organized, self-starter who can manage multiple projects concurrently.
- Excellent oral and written communication skills.
- Ability to manage work flow and meet multiple deadlines.
- Positive, adaptable communication ability to work well (remotely) with multiple colleagues.
- Driven to meet or surpass fundraising revenue goals.
- Able to attend occasional meetings (2-3 / month) and run occasional errands.

Preferred Skills and Experience:

- 2+ years of nonprofit fundraising experience, specifically grant writing a plus.
- Educational background in English, journalism, marketing, communications, or public administration.

Responsibilities:

- 60% of time: grant writing, reporting, management.
    - Meet all deadlines.
    - Communicate with foundations and funders as needed.
    - Submit reports on time.
    - Ensure information is being correctly tracked for reporting.
- 30% of time: events
    - Coordinate marketing / PR / ticketing for an annual fundraising event.
    - Secure sponsorships for events.

    - Manage Court Care's Give! campaign.
- 10% miscellaneous
    - Update Court Care's website as needed using WordPress.
    - Write and coordinate printing / mailing the Annual Report.
    - Manage all social media platforms.
    - Other projects as needed.

The Location: Court Care serves the Pikes Peak Region. Candidates must be local in order to attend meetings and fulfill miscellaneous job duties as needed.

How to apply:
Send a cover letter, resume, and three professional references to info@courtcare.org
Single PDF file strongly preferred.

No phone calls please.

This is a part-time, contract position.