

Job Description: Development & Marketing Coordinator

Reports to: Executive Director

Type: Full-Time, Non-Exempt

Work Schedule: Primarily Monday – Friday, with occasional variation for special events, program implementation, and additional organizational support.

Who We Are

We are Think 360 Arts for Learning: a dynamic nonprofit organization, a highly-regarded Colorado affiliate of Young Audiences, a proud Greater Denver affiliate of the Wolf Trap Institute for Early Learning Through the Arts, and a group of diverse, passionate individuals committed to transforming communities through arts education. Since 1963, we've been igniting creativity, fostering community bonds, and driving equity in K-12 schools and Colorado communities through direct services and vibrant creative experiences.

We envision a future where all communities can experience the transformative benefits of arts education, and to make this vision a reality, we need you!

We're now inviting applications for a Development & Marketing Coordinator. This is not just a job - it's an opportunity to be a part of something bigger! You will be instrumental in furthering our mission: to engage Coloradans of all ages in innovative arts programming that inspires creativity, builds community, and advances equity.

Our team is a unique blend of artists, educators, and change-makers. Our board is a diverse group of leaders committed to the power of arts. We celebrate our differences, foster an inclusive culture, and ensure that everyone has a voice. As a new addition to our team, you will contribute to this diverse and dynamic tapestry.

The position is hybrid, offering you the flexibility to work from both the comfort of your own space and our vibrant, art-filled Denver-based office space. We believe in balancing productivity with personal time, and flexibility is a key part of that.

If you're ready to make an impact, to inspire and be inspired, to contribute to a legacy of artistic engagement, and to join a team that's at the forefront of arts education in Colorado, we want to hear from you! Welcome to a work environment that is as creative, diverse, and flexible as you are. Welcome to Think 360 Arts for Learning.

Job Summary

The Development & Marketing Coordinator plays a pivotal role in Think 360 Arts for Learning's (Think 360 Arts) development, marketing, and engagement efforts. The role involves 60% focus on development functions such as managing corporate sponsorships, individual donations, Our Circle donor society, and planned giving, among other responsibilities. The remaining 40% of the role pertains to coordinating marketing and outreach initiatives under the supervision of the

Executive Director, with a goal to expand our program partners and sponsor networks as well as individual donor base. The ideal candidate will possess 1-3 years of experience in non-profit development and/or marketing, have excellent organizational skills, attention to detail, and the ability to manage multiple projects simultaneously with minimal supervision. This is a strong opportunity for an emerging professional in the Development and Marketing fields; exceptional communication skills are also crucial for this role.

In addition to the core tasks, the Development & Marketing Coordinator will be responsible for supporting Think 360 Arts through various projects, events, and activities. Additional duties may be assigned across all areas of responsibility.

Key Responsibilities

- Coordinate donor appreciation initiatives and annual campaigns; track online giving platforms; update and analyze development records in Salesforce.
- Prepare monthly reports on fundraising and marketing; assist in orchestrating fundraising campaigns; plan and execute special events.
- Contribute to innovative fundraising initiatives; organize various fundraising and outreach events; coordinate with interns/volunteers for outreach efforts.
- Coordinate and execute comprehensive communication strategies in collaboration with other team members.
- Arrange the design and production of marketing collateral, with support of E.D.
- Assist executive team in formulating and implementing the annual organizational marketing plan.
- Coordinate the annual report production.
- Foster productive collaborations with external media services to generate compelling narrative assets for our diverse range of programs.

Website/Social Media/Photo & Media Archives

- Update and maintain the Think 360 Arts website, and coordinate with vendors for website maintenance and reporting.
- Schedule posting and maintain social media platforms for Think 360, including tracking analytics.
- Coordinate media databases and media release forms, in collaboration with the Programs Team.
- Respond to queries generated through the website and social media, and monitor forums as needed.

Core Skills

- Excellent communication, strong organizational capabilities, detail-oriented.
- Proficiency in Google Workspace, MS Word & Excel, Constant Contact, Canva, Salesforce, ColoradoGives.org fundraising platform, Chat GPT, and Social Media Scheduling Software.
- Flexibility to adapt to varied work demands in a hybrid work environment.

At Think 360 Arts for Learning, we believe that the power of the arts is universal and it is vital that it is accessible to all. Our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA) is rooted in our core mission and values.

Diversity: We celebrate diversity and recognize the value of differences in race, ethnicity, gender, age, national origin, religion, disability, sexual orientation, education, and experiences. We understand that a diverse team leads to diverse ideas, sparking creativity and innovation, which is integral to our work in arts education.

Equity: We commit to fairness and justice in our policies, practices, and opportunities. We understand that equity involves recognizing and eliminating barriers that have prevented full participation of some groups.

Inclusion: We strive to create a culture of belonging where every individual is valued, heard, respected, empowered, and has an equal opportunity to contribute. We believe in creating an environment where everyone can bring their whole self to work.

Accessibility: We are dedicated to making our services, programs, and workplace accessible to all individuals. We recognize that accessibility requires an understanding of the unique needs of individuals and a commitment to meet those needs in a timely and innovative manner.

This commitment extends to all aspects of our operations, including but not limited to hiring, training, compensation, benefits, promotions, terminations, and self-development opportunities.

We understand that DEIA is a journey and not a destination. We continually strive to learn, grow, and foster an environment that embodies these values. We encourage applications from candidates of all backgrounds and experiences to enrich our team and enhance our impact.

ORGANIZATIONAL DESCRIPTION

Think 360 Arts' mission is to cultivate and sustain the arts as essential to all learning through creative experiences for students and teachers. Through our values of collaboration, equity and access, diversity, and creativity, we envision a community that embraces the arts as a fundamental tool to enhance learning.

The goals of our programming include:

- Providing opportunities for authentic arts experiences with professional artists
- Nurturing creativity and encouraging students in life-long arts involvement
- Helping students of all learning styles feel a sense of achievement in learning, social and character development, and self-awareness
- Aid educators in developing imaginative and alternative ways of teaching
- Encourage a school's and community's deepening commitment to the arts

Position Details and Application Directions

Salary: \$42,000 - \$44,000 per year, commensurate with qualifications, experience and competencies.

Benefits: includes health and dental insurance with 100% individual premiums covered by the

organization and options to include family at an additional cost, Simple IRA with a match, and professional development opportunities including an annual stipend for each employee (dependent on budget). Time off includes three holiday weeks (Thanksgiving & Winter Breaks, aligned with Denver Public Schools Calendar) plus 6 paid holidays yearly. Think 360 Arts has a self-managed time off policy to allow for healthy work-life balance; each employee is encouraged to take at least 1 week off quarterly.

Starting date: late-July to early August

How to apply: Please email a resume and cover letter to info@think360arts.org with the subject line: **Development & Marketing Coordinator Applicant**. No phone calls or mailed copies, please.

Deadline to apply: The organization's interview and selection process will begin on July 10, 2023, although the job posting will remain active and applications will continue to be accepted until a Development & Marketing Coordinator is hired.

Think 360 Arts is an Equal Opportunity Employer. Should an offer of employment be extended to an applicant, employment with Think 360 Arts is at-will and is subject to all Denver City & County, Colorado and Federal laws.