

Development & Communications Manager



Job Title and Overview

Extreme Community Makeover (ECM) is a 501(c)(3) non-profit organization whose mission is to build relationships between neighbors and across neighborhoods through volunteer powered projects. Please visit our website to learn more: [WEBSITE](#).

The Development and Communications Manager at ECM is a professional responsible for leading and implementing fundraising and marketing strategies that support the organization's growth and community impact. This role oversees digital and print communications, including social media, direct mail, email campaigns, and website content, while managing donor databases and a small portfolio. This position will play a key role in special events and external communications and is expected to use asset-based framing in storytelling and to embrace community centric fundraising principles.

Working Conditions

- **Location :** Denver, Colorado
- **Reports to :** Executive Director
- **Schedule :** Full-time. 40 hours per week. The typical schedule is Monday-Friday, with some evenings and weekends required for events.
- **Structure :** Hybrid - both in person and remote. Reliable transportation is required, including a current driver's license.

Essential Job Functions

Development (~40%)

- Manage a small portfolio, building relationships between ECM and the donor.
- Draft donor communications such as emails, annual impact report, print and digital appeals, and PowerPoints.
- Maintain Bloomerang / Kindful (donor database) through data entry and creation of reports.
- Build and implement integrated fundraising campaigns throughout the year including a Neighbor to Neighbor Club appeal, Colorado Gives Day, and End of Year (EOY) appeal.
- Develop a plan and implement regular and meaningful donor stewardship (including timely thank you letters) in line with ECM's development strategy.
- Support the Executive Director to implement the fundraising strategy, including individual giving, corporate partnerships, monthly giving program, and major donor efforts.

Communications: Internal and External (~25%)

- Work with program teams to collect stories and photos to share with supporters and the wider community.
- Develop social media content and manage all social media channels.
- Update website with upcoming programming and review for edits.
- Draft and send monthly newsletter and other emails, lifting up the voices of the community and ECM team.
- Develop standard communications tools and templates for program teams.
- Develop and implement communications strategy and cadence.

Event Planning and Support (~25%)

- Collaborate with the Executive Director on planning for fundraising events, including Art is in the Air.
- Support volunteer events: planning, implementation, and follow up.
- Support program teams with event planning: creating branded templates for events, meeting with program team leads, developing an ECM event guide for internal use, etc.

Administrative (~10%)

- Support the Executive Director with other projects, as needed.

Education and Experience

- 3+ years of experience working in fundraising, communications, or related field.
- Proficient in Google Suite and Microsoft Office, including Word, Excel, and PowerPoint.
- Proficient with basic graphic design, utilizing Canva or similar tools.
- Experience with social media and/or brand management.
- Confidence with databases (particularly Bloomerang / Kindful, VolunteerHub) and
- a desire to learn more.
- Outstanding copywriting skills.
- Comfortable engaging with people from different cultures and backgrounds.
- A readiness to learn and the ability to accept and give feedback regularly.

Compensation and Benefits

- \$60,000-\$68,000, depending on experience.
- Benefits - PTO and a health insurance stipend (post-tax), to be used for the purpose of health insurance or personal wellness.
- Retirement - 3% employer match in a SIMPLE IRA.

Evaluation and Review

The first three months of this position will be a probationary period during which suitability for the position will be assessed. ECM reserves the right to extend this probationary period. During the probationary period, the appointment to this position may be terminated at any time.

To Apply

ECM provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, religion, gender, gender identity, gender expression, sexual orientation, national origin, age, disability, marital status or civil union status, past or present military service, or any other protected classification. This policy applies to all employment decisions, including recruiting, hiring, placement, promotion, termination, layoff, compensation and training.

Send a cover letter and résumé to Angela Bomgaars (Executive Director) at jobs@extremecommunitymakeover.org.