



## **India Transformed! Communications Coordinator, Part-time**

Title: Communications Coordinator

Reports to: Executive Director

Location: Fort Collins, CO for training and can be remote thereafter

**GENERAL STATEMENT OF DUTIES:** Supports the Executive Director and implements communication plan for India Transformed! in order to meet the organization's mission and outreach goals. Also performs donor development and relationship management; event planning; and grant management oversight for the Executive Director and office. No travel is required unless needed for a fundraising event. This is a part-time, hourly, exempt position with flexible work hours and teleworking. There are no benefits associated with this position at this time. Pay range is \$16- \$20 an hour depending on experience, and up to 20 hours a week. Ideally this position would start in June.

(There is potential for this to turn into a full-time position with benefits in the future as we are growing quickly.)

### **About India Transformed!:**

India Transformed! is a Christian humanitarian organization that raises support and awareness for programs that empower vulnerable children, women and communities in India. By delivering hope through faith lives are transformed spiritually, socially and economically. Our vision is for all people in India to live an abundant life.

The nonprofit organization began over 30 years ago in collaboration with an Indian ministry partner that offers three ministries- Children's Education & Development to impoverished children and families, ARISE! Women's Empowerment Program that teaches sewing and literacy skills, and Community Transformation which ministers to local communities. In addition, we help fund a private prek-12 school in India and we are building a college campus. India Transformed! essentially raises funds to support these programs through sponsorship, active fundraising and grant writing.

**SUPERVISORY RESPONSIBILITIES:** Works under the general supervision of the Executive Director. May be assigned volunteers, or interns to supervise at the discretion of the Executive Director.

**DUTIES AND RESPONSIBILITIES:** The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive. This position may complete other duties as assigned.

### **Public Relations, and Marketing:**

- Coordinate outreach efforts in local and regional communities to increase awareness and engagement
- Help implement both the Communications and Fundraising Plans that includes many different audiences and marketing/advertising strategies
- Oversee email marketing platforms and outreach content on website; update information and perform analytics on campaigns
- Is experienced in using social media beyond just Facebook



- Develop and distribute press releases via appropriate marketing channels; follow up as needed to strengthen media relations
- Coordinate, edit and send out promotional materials, mail monthly and quarterly reports, newsletters
- Implement marketing plans, update and monitor budgets, track data for programs, measuring metrics, and evaluate marketing
- Ability to coordinate video editing needs

**Event Planning:**

- Lead event planning team to effectively deliver on all event elements within time and budget
- Coordinate sponsorship, partnership, and volunteer process; assist in making sponsorship asks
- Organize facilities and manage all event details such as facility scheduling, décor, catering, entertainment, transportation, invitee list, special guests, equipment and promotional material
- Conduct pre-and post-event evaluations and report on outcomes

**Donor Management & Grant Research:**

- Manages Donor Data base using eTapestry and is able to learn how to pull reports and sort data to distribute online marketing materials
- Coordinate donor acknowledgement activities including timely oral and written communication to donors, maintaining accurate donor records, gift management systems, and informational reports
- Create and maintain a grant database to ensure accurate and timely reporting, including research, data entry and analysis
- Serve as the primary contact with Colorado Gives to meet and maintain IT!'s participation in the Colorado Gives Day campaign, including but not limited to accurate website updates and submission of financial and programmatic documents

**Qualifications****The ideal candidate:**

- Is a follower of Jesus who accepts the truth and authority of Scripture
- Is a person who is continuing to grow in faith, seeks God's wisdom and is accountable to Him in all aspects of life
- Is a self-starter with the ability to work independently and remotely to achieve results
- Is capable of learning computer software programs
- Is skilled in both written and oral communications, with the ability to effectively reach a variety of audiences
- Able to work from home using own computer, internet, printer and phone

**DESIRED QUALIFICATIONS:****Preferred Education and Experience:**



- Bachelor's Degree from an accredited college or university in Marketing, Public Relations, Public Administration, Business Administration or Nonprofit Administration.
- 2-5 years of increasing responsibility/experience in a similar position
- 2-5 years nonprofit experience or strong business background
- Experience editing content for brochures, website and publications
- Comfortable talking on the phone and making phone calls
- 1 year experience with database management software- preferably using eTapestry
- Ability to research and write grants
- Experience with video editing is a plus!

**Necessary Knowledge, Skills, and Abilities:**

- Good people skills and ability to promote organization in social situations
- Communication skills – written and verbal
- Problem assessment and problem solving
- Self-motivated
- Teamwork
- Flexibility and adaptability
- Prioritizing tasks and projects
- Attention to detail and accuracy
- Planning and organization
- Understanding of key marketing principles
- Computer skills (see Tools and Equipment)

**TOOLS AND EQUIPMENT USED:** Word processing, spreadsheets, copy machine, telephone, various other office equipment, and automobile. Examples of computer software include, but not limited to:

- Google Suite
- Microsoft Office Suite (Word, Excel, etc.)
- Email marketing platforms (eTapestry)
- Social Media Platforms (Facebook, Twitter, YouTube, Instagram, etc.)
- Slack, Trello

**Not required but useful skills to have:**

- Adobe Creative Suite (Acrobat, InDesign, Photoshop, Illustrator, etc.), video editing
- Website design (WordPress)

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is frequently required to stand, walk, sit, push, pull, reach, use manual dexterity, drive, talk, hear, and perform repetitive motions. Periodically, the employee will be regularly required to lift 10-25 pounds.

Specific vision abilities required by this job include normal vision to perform routine observation, reading and writing; moderate vision to operate equipment such as calculators, typewriters, and/or word processors; close vision for reading detailed charts or computer printouts, operating vehicles or equipment requiring depth perception.

**HOW TO APPLY: Candidates must submit their resume, cover letter, and a listing of at least three references via one PDF file. In the subject line mention the Job Position:**

**Communications Coordinator.** Applications will be accepted until the position is filled.

Anticipated start date is immediately. **Send applications to [Ruth@indiatransformed.org](mailto:Ruth@indiatransformed.org)**