



JOB ANNOUNCEMENT

Position Title:	Associate Director of Development and Communications
Reports To:	Director of Operations
Salary Range:	82,000-101,000
Position Status:	Full-Time, Exempt
Posting Dates:	June 7, 2024 – July 5, 2024 or until filled

Join Our Team as an Associate Director of Development and Communications!

Are you passionate about making a difference in early childhood education? Do you excel at fundraising, development, and communication strategies? If so, we invite you to join our dynamic team at Early Milestones as a Development and Communications Manager!

About Us

Early Milestones Colorado (Early Milestones) is a nonprofit organization dedicated to bringing expertise and innovation to early childhood systems. Our ambitious goal is to make Colorado the best place to be a child. Our team comprises highly motivated self-starters dedicated to the organization's success, working independently and collaboratively to achieve outstanding results.

Position Summary:

The Associate Director of Development and Communications is a team-oriented and purpose-driven professional. This person is responsible for planning, organizing, and implementing Early Milestones' development and communications goals.

In collaboration with the executive director and leadership team, the Associate Director of Development and Communications carries out key tactical aspects of the work and contributes strategically to the organization's growth and success.

Key Responsibilities:

Fundraising and Development Strategy and Implementation:

- Collaborate with the executive director and leadership team to manage a development plan aligned with organizational goals.
- Plan, implement, and evaluate development activities.
- Coordinate and draft grant proposals; submit reports to donors.
- Identify new and diverse funding opportunities.

Relationship Building and Stakeholder Engagement:

- Establish and maintain relationships with existing and prospective donors, foundation partners, and other early childhood stakeholders.
- Maintain relationships with communications experts to maximize coordinated efforts.
- Represent the organization at external stakeholder events.

Communications Strategy, Content Creation, and Management:

- Plan, implement, and evaluate communication strategies to support organizational goals.
- Measure messaging effectiveness and adjust strategies as needed.
- Grow Early Milestones' online presence through website, social media, and listserv activities.
- Write and produce compelling content that communicates our mission, goals, and impact.
- Build and maintain relationships with the media and manage media-related activities.
- Ensure consistent messaging across all platforms to maintain a cohesive identity and brand.

Planning and Execution:

- Develop and maintain development and communications calendars with key deadlines.
- Support staff adherence to Early Milestones' brand, style guide, and processes.
- Work closely with all staff to ensure integrated and supportive communication and development activities.

Preferred Competencies:

Relationship Building: Proven success in developing and nurturing key relationships to expand fundraising and development.

Message Development and Delivery: A powerful storyteller who understands donor motivations and can craft compelling narratives.

Technical Writing: Excellent writing and editing skills for grant proposals, brochures, donor correspondence, and electronic communications.

Project Management: Ability to design and implement project scopes for successful outcomes, including budgeting, management tools, and quality improvement processes.

Communicating Equity and Inclusion: Understanding or willingness to learn about equity, diversity, and inclusion, with a desire to advance our work in racial, social, and economic justice. Tailor communications to diverse audiences.

Education and Experience Requirements:

Required:

- Bachelor's Degree plus at least 5-7 years of related professional experience in a nonprofit organization **OR** High school completion plus at least 7-10 years of related professional experience in a policy or human services organization, with nonprofit experience preferred.

- At least 3 years' experience in a development role with a proven track record of securing grants exceeding \$100,000.
- Demonstrated experience leading strategic communications initiatives.
- Previous success in establishing relationships with individuals and organizations of influence, including funders and partner agencies.
- Experience with InDesign, Canva, or similar design software.
- Excellent verbal and written communication skills and the ability to read, write, speak, and understand the English language fluently.
- Excellent knowledge of and experience with Microsoft Office and virtual communication tools (preferably Zoom and Microsoft Teams)

Preferred:

- Written and verbal proficiency in both English and Spanish.
- Proficient in WordPress.
- Prior experience in policy, human services, education, or nonprofit organizations focused on early childhood and/or related field.

Location Requirements:

Early Milestones is a Denver, Colorado-based organization that leases office space within a coworking facility conveniently located near Union Station. Early Milestones' staff have the option to work at the coworking facility or from home. This position may require some in-person interactions with staff and partners at least weekly. Staff members are provided with appropriate equipment and access to technology to work effectively from home.

Benefits:

What We Offer

- Comprehensive medical, dental, and vision insurance, paid at least 70% for families and 85% for employee-only.
- Paid life insurance and disability.
- Paid time off (vacation and sick time), 11 paid holidays, and paid office closure during the last week of the year.
- Paid Colorado FAMLI leave.
- Employer-matched 401(k) plan.
- Public transit or office parking reimbursement.
- A collaborative and supportive work environment.
- Opportunities for professional growth and development.
- Opportunity to work with and learn from a terrific team.
- The chance to make a significant impact on families and children across the state.

If you are a strategic thinker with a passion for early childhood and a talent for development and communications, we would love to hear from you. Join us at Early Milestones and help us create a brighter future for young children and their families!

TO APPLY:

Please send your resume and a cover letter to recruiting@earlymilestones.org with the position title you are applying for in the subject line.

Our Commitment to Diversity and Inclusion

At Early Milestones, we believe in the principles of equal employment opportunity and value diverse perspectives, experiences, and skills to enrich our culture and uphold our core values. We strongly encourage applications from:

- People of color
- LGBTQ+ individuals
- Veterans
- Parents
- First-generation immigrants
- First-generation college graduates
- Individuals with disabilities

We are committed to an inclusive, barrier-free recruitment process and are happy to accommodate applicants at any stage of the hiring process.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.