



COLORADO

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Denver, CO 80222

Part-Time Development & Communications Coordinator | 20 hours/week reachoutandreadco.org | Denver, CO

Reach Out and Read Colorado (RORCO) is a Denver-based nonprofit organization dedicated to improving school readiness and social-emotional skills through trusted literacy guidance and reading together. By taking advantage of the existing infrastructure and relationships between healthcare providers, their young patients and the children's parents/caregivers, Reach Out and Read Colorado is taking steps so that, ultimately, all children in Colorado will grow up with books and a love of reading.

Position Summary:

The Reach Out and Read Colorado Development & Communications Coordinator is a key member of the team and is responsible for supporting a variety of projects and deliverables for the Development and Communications teams. At 20 hours per week, this part-time position is the perfect role for anyone interested in building and refining the skills that will help them build a successful nonprofit career.

The successful candidate will support donor and foundation stewardship, database management, fundraising events and campaigns, and will help create and implement marketing strategies and tactics that raise awareness for our brand. The right candidate will be passionate about early literacy, relational health, and health equity and will be excited to join a dedicated and passionate team of experts who have built a culture of collaboration and support.

They will bring solid writing, strategy, and analytical skills to the position, and will have the opportunity to hone those skills working with members of multiple teams. The right candidate will be able to capture our personality and tell stories of our impact and produce compelling content for parents, providers, and supporters. This role provides the opportunity to showcase creativity, build experience, try new things, and help share our mission among a variety of stakeholders. Days will be varied and fast-paced, but work hours can be scheduled flexibly.

Duties and Responsibilities:

- Support stewardship of grant/funder relationships, including prospect research, grant writing and reporting
- Generate, organize, and analyze reports from donor database in support of fundraising projects
- Create content (both original and curated) for fundraising campaigns, newsletters, social media, website, articles, etc. with clarity, consistency, style, and brand voice in mind
- Manage social media accounts, from content creation and design to implementation
 - Manage day-to-day social engagement across Facebook, Instagram, and LinkedIn
 - Ensure consistent messaging and imagery across all platforms
 - Conduct regular social media platform performance analysis
- Assist with website management, including creating and updating pages within Wordpress, integrating SEO best practices, etc.
- Analyze data to inform content strategies, evaluate the effectiveness of digital efforts, and provide insights to optimize communications
- Support fundraising events

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- Represent the organization in community-facing settings, including occasional participation in photography and video for marketing materials
- Attend monthly staff meetings
- Collaborate on special projects as needed
- Administrative tasks as needed

Personal and Professional Qualifications:

- Bachelor's Degree or equivalent experience
- Excellent written and oral communications skills
- Ability to juggle projects and priorities, both independently and as part of a team
- Ability to be efficient while maintaining strong attention to detail and accuracy
- Demonstrated success working independently
- Strong knowledge of social media and best practices – active on multiple platforms with personal or brand accounts
- Proficient in MS Office Suite (specifically Excel and Word) and Google Suite
- Proficient in data management: recording, filtering, analyzing, and reporting
- Comfortable using AI tools to maximize efficiency
- Experience with social media content creation and design; graphic design experience a plus
- Possession of a valid driver's license and the ability to drive a car safely and responsibly
 - There may be occasional requirements in this role to run errands relating to a fundraising event or provide transportation for office-related tasks
- Spanish fluency not required but a strong plus

Timely and regular attendance is an expectation of performance for all Reach Out and Read Colorado employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule, in and out of the office.

Some evening and weekend work may be required. Must be able to safely move books/supplies weighing up to 40 lbs.

Classification, Benefits, and Compensation:

- This is a part-time, hybrid, non-exempt position, 20 hours/week
- This position is paid at an hourly rate of \$24-26/hour
- Hybrid position with flexible hours; in-person 1-2 days/week at Denver office
- Benefits include paid time off, cell phone stipend, and bi-annual bonus contingent on organizational health
- 3% Simple IRA match

How to Apply:

Please send resume and cover letter to katie@reachoutandreadco.org, using the subject line "Development & Communications Coordinator." No applications will be considered without both requirements fully met. The position will remain open until the role has been filled.

Reach Out and Read Colorado is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor. Reach Out and Read Colorado provides reasonable accommodations to applicants with disabilities.

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