

**Job Description Release Date: 9/6/2016**

**Business Development and Marketing Associate  
The Gathering Place**

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives.

**Guiding Principles:**

- TGP serves women, children and transgender individuals who are experiencing poverty or homelessness.
- We believe in hope as an important change agent and hold that hope for everyone.
- We believe deeply in the power of community and continue working to develop it.
- Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.

**This position reports to:** Director of Art Restart, The Gathering Place's social enterprise  
**FLSA Exemption Status:** Part-time (20 hours per week), Non-exempt

**General Purpose:** The Business Development and Marketing position will support the Director of Art Restart on campaigns that engage both individual consumers as well as companies looking to purchase Art Restart products featuring art created by women experiencing homelessness or poverty. The objective of this position is to increase sales for Art Restart, The Gathering Place's social enterprise.

This position will assist the Director of Art Restart in the following areas:

- New business acquisition
- Planning and executing marketing efforts
- Daily administrative tasks

**Essential Duties/ Responsibilities:** This position will focus on customer identification and outreach, marketing strategy and implementation, and administrative tasks.

- Business development (65%)
  - Compile database of potential customers
  - Lead generation and acquisition through cold calling, emailing, direct mail and online prospecting
  - Deliver outstanding customer service to potential customers
  - Assist in creating and implementing programs to reach new audiences
- Marketing (20%)
  - Assist in the creation of content and key messaging for marketing outlets
  - Assist with updates to print and online marketing material
  - Provide support in social media efforts

- Administration (15%)
  - Submit customer orders to printer
  - Create customer invoices
  - Create artist royalty statements
  - Update customer profiles
  - Other duties as assigned

**Supervisory Duties: None**

**Job Qualifications:**

Knowledge, Skills and Ability:

- Professional demeanor, organized and reliable
- Excellent written and verbal communication skills
- Strong attention to detail
- Ability to work in a collaborative entrepreneurial environment with high-quality expectations
- High level of professionalism, follow-through, teamwork, and flexibility
- Experience with Microsoft Office Suite

**Education or Formal Training:**

- Bachelor's degree in business, marketing, communications or another relevant field; directly applicable experience may be considered in lieu of degree on a case-by-case basis

**Experience:**

- Minimum 2 years sales and/or marketing experience required; experience with both sales and marketing preferred
- Experience in client/customer relations

**Physical Activities:**

This position mostly functions in an office environment with some light lifting, bending and reaching.

Some travel within the Denver metro area may be required. Staff who use their personal vehicles for such travel must have a valid, current driver's license recognized by the State of Colorado and carry personal auto insurance with minimum coverage amounts specified by The Gathering Place's liability insurance carrier.

**Five Key Attributes for hiring at The Gathering Place:**

- Positive and willing to learn
- Collaborative

- Open-minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

**Salary Range:** \$15.20 - \$17.73/hour, depending on experience.

To Apply:

Mail, e-mail or fax resume and cover letter to:

**Teresa Densmore**

Director of Art Restart

[teresa@tgpdenver.org](mailto:teresa@tgpdenver.org)

1535 High St, Denver, CO 80218

Fax: 303-321-0679

*No phone calls please.*

The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.