



The Gathering Place®
a refuge for rebuilding lives

Development and Communications Manager

Department: Resource Development

FLSA Exemption Status: Non-Exempt, full-time

Location: Denver, CO (Hybrid)

Supervisor: Vice President of Development

**The Gathering Place has implemented a mandatory vaccination policy requiring Covid-19 vaccinations. All employees of The Gathering Place are required to be fully vaccinated as defined by the CDC.

Position Overview:

The Gathering Place (TGP) is seeking a Development and Communications Manager (DCM) to join our Development team and help translate our work powerfully to inspire, inform and build community. The DCM is responsible for developing, implementing, and facilitating TGP's communication, marketing, and public relations strategies. The DCM will work with the VP of Development to develop the strategy for all external and internal communications, including overseeing TGP's website and social media channels, and earned media efforts. The DCM must be comfortable setting up systems and juggling multiple projects, while creatively connecting the dots between fundraising, communications, and programming.

You might be a great fit at TGP if you have a passion and commitment for our mission, the services we provide, and for addressing the systemic barriers that our members face through a trauma-informed approach; as well as supporting social justice work through fundraising that supports equity, diversity, and inclusion.

Core Accountabilities

- Draft, implement, manage and evaluate the annual communication plan, communication calendar and strategies for public relations, media relations, social media presence, online giving, digital communications, messaging, storytelling and branding
- Work collaboratively across departments to manage, coordinate and calendar deliverables for cross-platform distribution, including compelling content for press releases, bulk emails, social media, and other development initiatives
- Support cultivation and stewardship initiatives through production and deployment of resources, such as online ads, posters, promotional emails, swag, or flyer creation
- Develop and refine TGP's core messages to ensure organizational consistency; ability to envision and articulate TGP's impact and future direction
- Oversee organizational response to inquiries about TGP, including press inquiries and requests to support or oppose policy issues in collaboration with the TGP leadership and Board of Directors
- Identify significant media and public policy issues that are relevant to TGP, and create and implement plans to leverage them
- Work collaboratively with TGP staff to develop and advance productive relationships with elected officials, governmental and non-governmental agencies, media, community organizations, and other key stakeholders
- Identify opportunities for positive media coverage, anticipate emerging issues and concerns, and develop appropriate communications



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Requirements

- Direct relevant experience of at least 5 years with non-profit organizations, preferably in behavioral health or social service, with a proven track record of fundraising, leading large-scale projects, content and collateral creation, and donor relations
- Exceptional communication, collaboration, and interpersonal skills, including public speaking, meeting facilitation, and precise and compelling writing skills for a variety of audiences, including staff, leadership, members, and donors
- Ability to understand “big picture” ideas in terms of fund development strategy, including the ability to identify and interpret funder priorities and interests, and connect the work of the agency to those priorities and interests
- Consistent exercise of independent judgment and problem solving in the performance of duties
- Project management experience and deadline-oriented, able to prioritize multiple complex responsibilities while maintaining a high level of attention to detail and performance
- Knowledge of homelessness, poverty, and substance misuse, and high level of comfort working with vulnerable or marginalized populations
- Previous experience with development and communication platforms/products, including donor databases (CRMs), bulk email services, websites and web hosting, and all social media platforms
- A keen, creative eye for design and presentation. Proficiency with graphic design programs

Commitment to Diversity and Inclusion

TGP 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. Individuals with lived experience of homelessness, extreme poverty and/or experience with a behavioral health condition are also strongly encouraged to apply.

TGP is also dedicated to building a diverse, inclusive and authentic workplace. If you’re excited about this role, but your past experience doesn’t align perfectly with the requirements in the job description, we encourage you to apply anyways. You might be the right candidate for this or other roles within the organization.

Compensation and Benefits

- Salary range is \$26.14 - \$32.68, depending on skills and experience
- Medical, Dental and Vision Insurance
- Paid leaves of absence including Medical and Parental
- Life insurance plans
- 403(b) retirement savings plan
- Financial advising services
- Flexible work schedule
- Generous paid time off
- Long-term disability plan
- Professional development opportunities
- Paid weekly wellness hour
- Free breakfast and lunch in our onsite cafeteria
- Robust Employee Assistance Program

To Apply

E-mail resume and cover letter to Stephanie Wilson, Director of Human Resources, at stephanie@tgpdenver.org. Please put “Development and Communications Manager” in the subject line of your email. No phone calls please.

8/10/2022



About The Gathering Place

Founded in 1986, The Gathering Place (TGP) offers services to combat poverty and address the impacts of marginalization and oppression that are often contributing factors to poverty or homelessness. By offering low-barrier access to a broad range of basic necessities and wrap-around care options, TGP guides women, children, and transgender folk living in poverty from a place of crisis and instability to one of stability and security. In our relationship with the members we serve, as well as with our staff, we believe deeply in the power of our community and continually work to make it stronger. Our key values include recognizing individual strengths, building respect and trust, and offering unconditional acceptance. Our mission is to be a community of safety and hope where positive relationships, choice, and essential resources transform lives. To learn more about the work of TGP, please visit tgpdenver.org.