



Special Projects & Marketing Position Special District Association of Colorado

Location: Denver, CO

Industry: Non-Profit Membership Organization

Association Description:

The Special District Association of Colorado (SDA) was formed in 1975 to serve the interests of the special district form of local government in Colorado. SDA exists to preserve and enhance the legal and political environment for the existence and successful operation of special districts. The Association offers training and educational opportunities, technical assistance in a variety of areas, represents special districts before state agencies and the Colorado General Assembly and works with members to maintain a positive public image for all special districts. The office staff works together to produce an annual conference and other training opportunities. Currently we have 6 full time staff members. Excellent benefits package available.

Position Summary:

Assist the Executive Director and Deputy Executive Director in promoting and marketing SDA services, workshops and Annual Conference as well as maintain social media outlets for SDA.

Essential Duties and Responsibilities:

- Public Relations/Marketing Outreach
- Website content, webinars, and updates
- Publications
- Conference and Event Planning
- Social Media coordinator
- Membership Development

Required Knowledge, Skills and Experience:

- Experience in media, print media preferred, public relations, especially involving public policy.
- Qualifying person must have excellent oral and written presentation skills, strong organization skills, the ability to think critically and analytically, the ability to gain influence through positive relationship building
- Knowledge of marketing and advertising terms.
- Skilled in various types of on-line communications and training techniques.
- Relationship with media outlets in Colorado preferred.
- Detail oriented, efficient and experience with InDesign, Word and Excel.
- Demonstrate skills in meeting facilitation, project management, collaborative problem solving, negotiation and active listening.
- Well-groomed, professional business attire required
- Collaborator and team builder, flexible and adaptable style; a leader who can positively impact both strategically and tactically fundraising initiatives.

Qualifications:

- Bachelor's degree
- Minimum of five years experience in one of the following areas: journalism, communications, nonprofit, membership organization and government sector. Preferred experience with planning, budgeting and publications production and design.
- Experience with conference and event planning.
- Experience in curriculum development
- Experience as a presenter and/or trainer

How to apply:

Please send cover letter, resume and salary expectations and five references. Please include a writing sample and a marketing piece that you developed.

Send entire packet to:

Ann Terry – Executive Director
Special District Association of Colorado
225 East 16th Avenue, Suite 1000
Denver, CO 80203

Or email to: ann.terry@sdaco.org

NO PHONE CALLS PLEASE
CLOSING DATE OF JANUARY 20, 2012