



Job Description
Marketing and Development Coordinator
APPLICATIONS MUST BE RECEIVED BY July 10, 2025

Mission Statement

The Pueblo Community College Foundation (PCCF) is a separate 501C3 nonprofit organization created to support Pueblo Community College. The Pueblo Community College Foundation provides awareness and funding to support the advancement of student scholarship opportunities and academic excellence programs at Pueblo Community College.

Position Summary:

The Marketing and Development Coordinator will play a key supporting role in promoting the Pueblo Community College Foundation. This role will support various marketing, communications, and fundraising activities to raise awareness, engage donors, and enhance alumni engagement.

This is a full-time, non-exempt position with the Pueblo Community College Foundation, reporting to the Chief Executive Officer. This job requires initiative, critical thinking skills, and strong marketing and communication abilities to perform the job duties outlined below.

Essential Job Duties:

The duties and responsibilities outlined below include essential functions of the role. Duties may shift based on organizational needs, and new ones may be assigned at any time. Employees must be willing to cross-train in the responsibilities of other positions to serve as backup and support for team members when needed. Must be able to maintain a high level of confidentiality with sensitive donor and student information.

Marketing and Communications:

- Creation and distribution of marketing and communication materials, including media releases, electronic newsletters, social media content, website updates, brochures, and flyers.
- Create and schedule social media posts across various platforms (Facebook, Instagram, X/Twitter, LinkedIn, etc.) to enhance digital media and storytelling opportunities.
- Assist with website redesign and content creation to connect with various audiences.
- Assist in organizing and maintaining marketing assets, including photos, videos, and testimonials.
- Assist with basic graphic design using templates and brand guidelines.

Fundraising Administration Responsibilities

- Maintain and update the Foundation's database, including generating reports and queries as needed.
- Assist with fundraising campaigns, including list segmentation and performance tracking.
- Oversee the entry and processing of charitable gifts, including sending receipts and pledge reminders to ensure accurate and timely acknowledgments.
- Merge, format, edit, and print gift acknowledgment letters for donations received, ensuring they are error-free and accurately represent the data entered.

Event Planning Responsibilities

- Lead planning efforts for fundraising events and community outreach.
- Collaborate with foundation staff to plan and execute events while adhering to budget constraints.
- Provide support for events, including managing mailing lists, invitations and RSVPs, logistics, supplies and signage, food and beverage arrangements, registration, and venue setup.
- Assist in creating event materials, such as invitations, programs, scripts, and PowerPoint presentations.
- Organize volunteers to support events, special programs, and projects.
- Distribute post-event surveys, analyze feedback, and share results.
- Gather financial information for post-event analysis and review.

Qualifications:

- Associate's or bachelor's degree in marketing, communications, public relations, or a related field.
- Experience in marketing/communications or fund development, preferably in a nonprofit or educational setting (internship experience will be considered).
- Strong written and verbal communication skills.
- Proficiency with social media platforms and content creation.
- Familiarity with email marketing platforms (e.g., Mailchimp, Constant Contact).
- Basic knowledge of website content management systems (e.g., WordPress).
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and ability to use common office equipment.
- Strong customer service skills.
- Ability to work independently and as part of a team.
- Excellent organizational skills and high attention to detail.
- Must be able to prioritize heavy workloads in a fast-paced environment.
- Must be able to lift up to 35 lbs.

Salary/Benefits:

The salary range for this position is \$40,000-\$ 45,000 per year, depending on experience.

This is not a hybrid position, and employees are expected to be on-site during business hours, from 8:00 a.m. to 5:00 p.m., Monday through Friday. Some evening hours may be required to work special events outside of normal working hours.

The Pueblo Community College Foundation is dedicated to creating an optimal environment for our employees, where individuals can learn, grow, and thrive within the organization. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decision-making, planning, and culture of philanthropy.

After a three-month probationary period, the employee will be eligible for an extensive benefit package that includes:

- Health, dental, and vision insurance
- 401K Retirement Matching
- Paid holidays
- Paid Time Off (PTO)
- Paid winter break office closure
- Professional development opportunities

APPLICATIONS MUST BE RECEIVED BY July 10, 2025

To apply for this position, please submit a compelling cover letter, a professional resume, and three (3) professional references to:

Pueblo Community College Foundation
Attn: Chief Executive Officer
900 W. Orman Avenue
Pueblo, CO 81004
or email to CEO@puebloccfoundation.org

Filing an application with the Pueblo Community College Foundation is a preliminary step towards employment. It does not obligate PCCF to offer employment, nor does it obligate the applicant to accept employment. An offer of employment, if made, is for employment at will and is not to be construed as a guarantee of continued employment. The first 90 days of employment are considered an introductory ("probationary") period during which an employee may resign or be released without a stated reason and without regard to any progressive disciplinary steps. However, PCCF reserves the right to terminate the employment of any employee at any time. Any employee also has the right to terminate their employment with PCCF at any time.

BACKGROUND CHECK

PCCF will coordinate a thorough background check for applicants who advance to the final round of the interview. This background check will include information from the Colorado Bureau of Investigation, professional reference checks, and requests for educational transcripts.