

JOB DESCRIPTION: DEVELOPMENT & MARKETING CONTRACT POSITION

The Cherry Creek Chorale (CCC), a non-profit 501(c)(3) community chorus, is seeking a part-time development and marketing contractor. The contractor will work on specific projects as assigned by the chairs of the Development Committee and the Marketing Committee.

Primary Responsibilities of the position are:

For the Development Committee (approximately 66% of the time):

1. Coordinate the CCC grant application process & help prepare CCC grants. This process includes identifying potential funding sources, drafting applications, cataloguing specific application requirements, tracking application deadlines, ensuring accurate and timely submission of applications, and developing a grant submission plan for the year.
2. Manage grant awards, including identifying, producing (or coordinating the production of) required reports, follow-up contracts, and compliance information.
3. Advise and assist the Development Committee to develop, implement, and follow up plans for business advertising, individual donations, and planned giving.

For the Marketing Committee (approximately 33% of the time):

1. Advise and assist the Marketing Committee to develop, implement, and follow up on:
 - a. Plans for concert-related publicity and sales, including promotional materials, ticket promotions and sales, and audience development
 - b. General public relations strategies and opportunities.

The contractor must also be able to provide general assistance to committees as deemed necessary.

Qualifications:

Successful candidate should:

- Have development and/or marketing experience, ideally in a non-profit environment
- Be well-organized, especially in prioritizing tasks sensibly and adhering to and managing multiple deadlines
- Be able to work patiently and productively in an all-volunteer environment
- Have effective writing and editing skills
- Be able to use relevant computer programs, Internet and other information with ease

Remuneration:

Salary will be commensurate with experience. This is a 6-month, part-time contract position. Schedule of deliverables is to be established. The contractor and the Executive Committee will determine mutually

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acceptable contract provisions, including its duration, and periodicity of payment in addition to other normal contractual provisions.

How to Apply/Deadline for Application:

Candidate should submit:

1. A brief letter supporting his/her candidacy
2. A brief resume with:
 - a. Name
 - b. Full contact information (address, telephone/fax, email address)
 - c. Relevant employment (and/or life experience) and post-secondary educational information
 - d. Three or more professional references with contact information

Submit application (letter & resume) by email to Mike Mosier, president, at:

- president@cherrycreekchorale.com
- Please include "Development and Marketing" in the subject line.

Deadline: All applications must be received by August 26th.

The Cherry Creek Chorale is an Equal Opportunity Employer. It does not discriminate on the basis of gender, ethnicity, religious beliefs, disability or gender preference/identity.

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