

## **Interim Development & Communications Manager - 2017**

### **General Description:**

The Interim Development & Communications Manager will manage projects for development, communication, and event activities by providing support for special committees such as the Garden Tour, Wet Paint, Revelry and the 30<sup>th</sup> Anniversary/Annual Meeting.

Experience working in Development, Communications/Marketing and Event Planning is preferred.

This person will report to the board president and receive guidance from committee chairpersons.

### **Requirements/Logistics**

- Start & End Date: Date of hire for 3-5 months
- Hours per week and schedule negotiable
- Some weekend and evening work may be required
- Track record in marketing and public relations communications including preparing press releases, electronic newsletters, posting information on organization website, social media and preparing and sending marketing emails.
- Experience with event organization and support
- Experience with organizational databases
- Experience with fund raising, particularly segmentation of the donors and members.
- Grant writing experience would be a bonus

### **Tasks**

- Preparing and submitting Press Releases – for all GRLT events, news and happenings
- Preparation and distribution of monthly E-Newsletters
- Preparation and execution of Social Media for each event and updates about GRLT
- Updates to Website as needed
- Preparing & sending invitations for special parties
- Event Liaison – Pre-communications and Post-Follow-up communications – thank you notes
- Tracking guests to paid events purchased on-line
- Supporting the committees – Printing Brochures, Tracking Sponsorship, Problem Solving
- Updating and Managing the Development Report /Budget
- Post event attendee follow-up

Remaining Events – Garden Tour, Revelry Post-Garden Tour, Wet Paint, Annual Meeting

Project Leader for the year-end Annual Appeal letter

Clean up the Membership Mailing list