



## Part- Time Philanthropy and Communications Assistant Job Description

### Position Summary:

The Philanthropy and Communications Assistant will help LAC grow our fundraising pipeline and increase the frequency we communicate with potential donors and community partners through social media and annual giving mailings; ensure Life Adventure Center can continue to provide our programming at a free or reduced cost to our participants by researching grants and assisting with grant applications and grant stewardship; and help our community learn about the work we do at Life Adventure Center to build awareness for our mission through special events, updating our donor database, and assisting the Interim Executive Director.

This is a six-month contract position, with a possibility to extend beyond that period.

### Job duties and responsibilities (other duties may be assigned):

- Regularly update social media channels and Life Adventure Center website and maintain social media calendar.
- Develop a social media and outreach marketing plan for our fall giving week, and prepare marketing materials for same
- Create stewardship materials to keep donors (individuals, corporate, and foundation) updated about the impact of their donations.
- Research new and existing grant opportunities.
- Collecting information needed for grant reporting from program staff and others and assist in producing qualitative and quantitative grant reports.
- Develop materials for potential grantors to help tell the story of Life Adventure Center, and the impact of our work.
- Develop in-person or virtual events to share with our community about the work we do at Life Adventure Center, and the impact we are having on the Central Kentucky community.
- Update donor database, track donations, and handle office and clerical work.
- model to youth in our community, especially regarding trauma-informed care, growth mindset, respect, communication, leadership, and teamwork-values promoted in our programming.
- Provides services in manner that respects individual dignity and cultural heritage.

## Qualifications:

- Preferred: Bachelor's degree in related field with a minimum of two years of experience, or an equivalent combination of education and experience.
- Experience managing social media postings and marketing calendars.
- Philanthropy experience – particularly with developing annual giving materials, and a familiarity with philanthropic messaging and persuasive writing is preferred.
- Ability to convincingly articulate the vision and priorities of Life Adventure Center.
- Organized and detail oriented.
- Excellent communication and interpersonal skills.
- Creative and adaptable.

## Position Reports to:

Interim Executive Director or their designee

## Will be evaluated by:

Interim Executive Director or their designee

**Compensation:** \$13 - \$16/hour depending on education and experience; for an estimated 25-30 hours per week. Flexible hours – and some work can be done remotely.

**Application Process:** Submit resume, cover letter, and a writing sample to Laurel Hostetter, LAC Interim Executive Director, at [laurel@lifeadventurecenter.org](mailto:laurel@lifeadventurecenter.org). Applications will be accepted on a rolling basis until a candidate is hired.