



ELEVATING THE SPECTRUM  
FOR INDIVIDUALS WITH AUTISM

## Development & Marketing Job Assistant Description

<b>Job Description for:</b> Development & Marketing Assistant	<b>Start Date:</b> 2021
<b>Reports to:</b> Development Director & Marketing Manager	<b>Section:</b> Admin
<b>Classification/Term:</b> Full or Part-Time, Year-Round, Hourly, Non-Exempt	<b>Starting Wage Range:</b> \$17-\$19/hour

**About Ascendigo:** Ascendigo Autism Services is a 501(c)3 non-profit organization based in the Roaring Fork Valley near Aspen, Colorado. Founded in 2004 as a summer sports camp for children with autism, Ascendigo has expanded to offer year-round outdoor recreational options including summer and winter sports, a suite of community-based services for adults with autism, and behavior therapies for children with autism. Our goal is to integrate people with autism into community life, whether through outdoor recreation, assisting in basic life skills, finding compatible employment, or simply going out with friends to restaurants, museums, or concerts. Ascendigo takes full advantage of the unmatched natural facilities offered by Colorado's Rocky Mountains, as well as the area's charitable community spirit to open physical, experiential, and collaborative opportunities to individuals with autism. Currently, Ascendigo employs approximately 65 full- and part-time staff members with an additional 60-65 seasonal employees during the summer months.

**Job Summary:** The primary responsibility of the Development and Marketing Coordinator is to support the fundraising and marketing efforts of Ascendigo at the direction of the Director of Development and the Marketing Manager. This includes administrative functions such as maintaining the donor database, managing donor communications, assisting with special events, managing social media, and assisting with marketing efforts.

**Essential Job Functions:**

**Development Program:**

- Maintain complete and accurate donor records in the Neon donor database
- Create reports and dashboards in Neon donor database
- Process gift entry and donor acknowledgement letters
- Assist in the execution and support of special events, to include donor stewardship events and fundraising events
- Assist with stewardship and solicitation mailings
- Research potential grants and foundation funders
- Assist with grant applications as directed
- Manage Ascendigo's digital campaigns including: Colorado Gives Day, ReFund Colorado and others as directed.

**Marketing and Communications:**

- Update social media content across all channels and maintain social media calendar
- Work with the Marketing Manager to update and maintain materials relevant to programs and events such as invitations, announcements, website, newsletters
- Track Marketing swag inventory, assisting with organization, ordering, and prepping for events

**Other:**

- Provide back-up administrative support to the office, to include answering phones, responding to emails, etc.

**Effective Date: 4/6/21**

<ul style="list-style-type: none"> <li>• Attend required department meetings and professional development trainings as appropriate</li> </ul>
<p><b>Other Job Duties:</b> Work at agreed-upon work times either in-office or remotely, engage in appropriate behavior with clients and co-workers at and outside of work, attend trainings, and meetings as needed. May be asked to help with other Ascendigo programs as needed.</p>
<p><b>Physical Requirements/Equipment Used:</b> Basic computer skills (MS Office, email, social media), lifting and moving light to heavy objects (up to 25 pounds.). Must have smart phone (monthly phone stipend is included).</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Have a bachelor's degree</li> <li>• Follow the policies and procedures of the organization.</li> <li>• Employ excellent communication (verbal and written), problem solving, listening, and interpersonal skills.</li> <li>• Form and nurture positive relationships with co-workers and donors.</li> <li>• Use detailed and strong organizational skills; prioritize multiple important tasks. Demonstrate ability to work independently, efficiently and effectively to meet deadlines.</li> <li>• Demonstrate competence in Microsoft Office, experience in donor database (Neon) preferred</li> <li>• Work occasional evenings and weekends to accommodate meetings and special events.</li> </ul>
<p><b>Personal Characteristics:</b> Committed and passionate about the Ascendigo mission of a holistic, active, community-based, independent, and person-centered life. The ideal candidate should believe in the dignity and potential of our clients. Additionally, should:</p> <ul style="list-style-type: none"> <li>• <b>Show maturity, responsibility, and dependability</b> and follow through on tasks with modest supervision.</li> <li>• <b>Be diplomatic and discreet:</b> commitment to maintain strict confidentiality and respect of clients and the privacy of residents and their families.</li> <li>• <b>Be proactive:</b> taking the initiative, willing to pitch in and assist.</li> <li>• <b>Behave ethically:</b> understand ethical behavior and business practices and ensure that their own behaviors is consistent with these standards and aligns with the values of Ascendigo.</li> <li>• <b>Build relationships:</b> establish and maintain positive working relationships with others, both internally and externally.</li> <li>• <b>Communicate effectively:</b> speak, listen, and write in clear, thorough, and timely manner using appropriate and effective communication tools and techniques.</li> <li>• <b>Creativity/Innovation:</b> develop new ways to improve operations of Ascendigo and to create new opportunities.</li> <li>• <b>Foster teamwork:</b> work cooperatively and effectively with others to set goals, resolve problems, and make decisions.</li> <li>• <b>Lead:</b> positively influence others to achieve results that are in the best interest of Ascendigo.</li> <li>• <b>Make decisions:</b> assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of Ascendigo.</li> <li>• <b>Be Organized:</b> set priorities, develop a schedule to accomplish required tasks monitor progress toward goals, and track details, data, information, and activities.</li> <li>• <b>Solve problems:</b> Assess problems situations to identify courses, gather and process relevant information, generate possible solutions, and make recommendations and/or solve the problem.</li> </ul>