



Operations & Marketing Director

Job Description

Creatio is offering a full-time, salaried position to a highly organized, detail oriented and personable individual who is passionate about Creatio's mission, in love with his/her Catholic faith, and has a desire to work in a fun, fast-paced Catholic non-profit environment with the goal of bringing young adults into a relationship with Christ and His Church.

Who We Are: Creatio is a registered 501(c)(3) non-profit Catholic organization in the state of Colorado, and our mission is to guide all people to encounter the beauty of creation and the Creator through service to the poor, mission trips, outdoor adventure and care for creation.

What We Do: Creatio works to promote the mission of reconciling human persons with the environment through service to the poor, mission trips, outdoor adventure and environmental stewardship. Through these experiences, we work to create an environment of encounter – encounter with God, with ourselves, with others, and with creation. Creatio members are volunteers, professionals, and friends working to address environmental and human issues on a deeper level. Our goal is to facilitate an active transformation of ourselves and others, as well as the environment. Check out our website for more information! www.Creatio.org

Start date: Summer 2021

Location: Denver, CO

Compensation: \$40k - \$45k Compensation is commensurate with experience.

Responsibilities:

- **Primary Responsibility: Operations & Business Administration**
 - Handles all in-office administration to support the Creatio Team, as guided by the Executive Director
 - Prepares financial statements, reports, memos, invoices, letters, and other documents as needed
 - Answers and directs all general emails, phone calls, and standard mail to the Creatio Team
 - Researches and analyzes data to prepare documents for review and presentation by boards of directors, committees, and Executive Director
 - Contributes logistical support to the Creatio Team as needed, including acting as an Assistant Guide on Experiences

- **Secondary Responsibility: Marketing**
 - Define and manage Creatio's brand
 - Measure and optimize Creatio's marketing strategy using vendor-specific dashboards, Google Analytics, and marketing analytics reports
 - Produce marketing and promotional materials aligned to Creatio's brand
 - Create content providing search engine optimization for Creatio's website



- o Build and manage the company's social media profiles and presence, including Facebook, Twitter, LinkedIn, and additional channels that may be deemed relevant.
- **Support: Fundraising and Development**
 - o Provides support of fundraising efforts with the Executive Director
 - o Oversees the management of databases and all records, files, and gift processing using donor management system (Kindful) and ensures the integrity and accuracy of all data
 - o Occasionally meets one on one with potential and existing donors to steward relationships and make donation requests

Qualified Candidates will possess:

- Incredible passion for Creatio's mission, desire to grow in the Catholic faith, and a deep calling to guide young adults to Christ and His Church
- Proven experience in administrative role and/or fundraising
- Ability to wear multiple hats while working in a fast-paced startup culture
- Outstanding administrative, organizational, and problem-solving skills; must have the ability to prioritize and manage multiple tasks simultaneously
- Must be able to meet deadlines in a fast-paced quickly changing environment
- A proactive approach to problem-solving with strong decision-making skills
- Superb attention to detail
- Very strong interpersonal and communication skills, both written and oral
- Strong user of Google Sheets, Docs, Slides, Drive and Microsoft Excel, Word, PowerPoint
- Familiarity with marketing best practices, methods and tools
- Familiarity with fundraising methods and tools
- Ability to analyze data, draw insights, and understand how it is connected to the bigger picture
- Exceptional leadership skills with the ability to work effectively in a team and independently as demonstrated by previous work experience

To apply, please send cover letter and resume to info@creatio.org