

Communications & Impact Strategist

Part-Time | 20 hours/week | Cherry Creek Schools Foundation

About Cherry Creek Schools Foundation

Cherry Creek Schools Foundation (CCSF) is the philanthropic partner of Cherry Creek School District, one of Colorado's highest-performing public school districts serving more than 54,000 students across a richly diverse community of 100+ languages and cultures. CCSF bridges the gap between public school funding and the full spectrum of what students need to thrive — supporting whole-child wellness, educator innovation, student access and opportunity, and career pathways. We elevate what's possible for every student.

Position Summary

The Communications & Impact Strategist is a creative, mission-driven communicator who brings the Cherry Creek Schools Foundation's story to life. This part-time role (20 hours/week) is responsible for building CCSF's brand presence across digital and community channels, producing compelling content that inspires donors and community members to invest in public education, and supporting the Foundation's fundraising and engagement efforts through strategic, well-crafted communications.

This role works closely with the Executive Director and the broader CCSF team, serving as the primary steward of CCSF's voice, visual identity, and community narrative.

Key Responsibilities

Social Media & Digital Presence

- Develop and manage a consistent social media content calendar across CCSF's primary platforms (Instagram, Facebook, LinkedIn), aligned with fundraising campaigns, events, and community milestones.
- Create and publish engaging posts, stories, and short-form content that reflect CCSF's brand voice — energetic, warm, impact-focused, and community-rooted.
- Monitor engagement metrics and adjust content strategy to grow reach, followership, and audience connection.
- Support email marketing campaigns through content creation and coordination with the Executive Director.

Storytelling & Content Development

- Source, write, and produce stories that illuminate the impact of CCSF-funded programs — centering students, educators, and families as the voices of the Foundation's work.
- Develop annual impact reports, donor newsletters, program spotlights, and other written communications.
- Maintain a library of stories, photos, and testimonials to support campaigns, grant narratives, and stewardship.
- Collaborate with Cherry Creek School District communications staff to align messaging and storytelling opportunities.

Graphic Design & Visual Identity

- Design digital and print materials including event collateral, campaign graphics, donor communications, social assets, and presentations.
 - Maintain consistency with CCSF's visual brand standards across all materials.
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- Manage relationships with external print and creative vendors as needed.
- Support the production of materials for signature events, including the ELEVATE Gala and community fundraisers.

Media & Community Outreach

- Draft and distribute press releases and media pitches for major Foundation milestones, campaigns, and events.
- Maintain and grow CCSF's media contact list; cultivate relationships with local and education-focused media.
- Support the Executive Director in preparing talking points, board communications, and community presentations.
- Identify and pursue earned media opportunities that amplify CCSF's mission and community impact.

Campaign & Event Support

- Lead communications execution for CCSF's annual fundraising campaigns, including Colorado Gives Day and signature events.
- Coordinate donor and alumni communications that support engagement and retention strategies.
- Contribute to the development and promotion of new community-facing initiatives in partnership with the program team.

Qualifications

Required

- 3+ years of experience in marketing, communications, nonprofit outreach, or a related field.
- Strong writing skills with the ability to adapt voice and tone for different audiences — donors, media, community, social.
- Proficiency in graphic design tools (Canva, Adobe Creative Suite, or equivalent).
- Experience managing organizational social media accounts and developing content strategies.
- Highly organized, self-directed, and able to manage multiple priorities within a part-time schedule.
- Genuine passion for public education, equity, and community.

Preferred

- Experience in nonprofit fundraising communications or donor stewardship.
- Familiarity with email marketing platforms (Constant Contact, Mailchimp, or similar).
- Photography or short-form video production skills.
- Experience with media relations or earned media outreach.
- Knowledge of or connection to Cherry Creek School District.

Work Environment & Schedule

This is a part-time contract (1099) role at 20 hours/week, with an hourly rate of \$30–\$35, commensurate with experience. CCSF operates with a hybrid work environment; some in-person presence is expected for events, community engagements, and key team touchpoints. Occasional evening or weekend hours may be required during peak campaign and event periods.

To Apply

Email your resume and a cover letter indicating your interest to: aroewood@cherrycreekschools.org
