



7000 W. 14th Avenue
Lakewood, CO 80214
303.431.6422
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www.coloradocattle.org

Marketing and Communications Manager

Full-Time| Hybrid Work Environment

Summary of Position:

The Colorado Cattlemen's Association (CCA) is seeking a dynamic and detail-oriented Marketing and Communications Manager (MCM) to lead and implement a comprehensive communications and marketing strategy for the association. This full-time position is responsible for internal and external communications, media and press relations, advertising and sponsorship management, as well as promoting CCA events and initiatives.

The ideal candidate will be a strong writer and creative thinker with a passion for storytelling, strategic communications, and supporting Colorado's beef industry.

Key Responsibilities

- Develop, design, write, edit, and distribute engaging content across multiple platforms, including:
 - CCA's quarterly *Cattle Guard* magazine
 - Weekly e-newsletters
 - Press releases and news alerts
 - Website and digital platforms
 - Social media accounts
- Manage *Cattle Guard* magazine advertising:
 - Recruit and retain advertisers
 - Coordinate design, content, pricing, and publication timeline
- Oversee internal member communications and ensure timely, relevant updates
- Manage and grow CCA's event sponsorship and tradeshow vendor portfolio for:
 - Annual Convention
 - Mid-Winter Conference
- Design sponsorship and exhibitor materials and assist in promoting events
- Serve as media liaison, responding to press inquiries and coordinating media opportunities as needed
- Coordinate archiving for the association
- Collaborate closely with the Executive Vice President to align communications strategies with organizational goals
- Assist with other duties as assigned, including attending affiliate and industry meetings (some evening and weekend travel required)

Qualifications

- **EDUCATION** – Bachelor's degree in communications, marketing, journalism, public relations, or a related field, or an equivalent combination of relevant experience and

education.

- **EXPERIENCE** – Two to five years’ experience managing brand, media, and digital presence for a nonprofit or member-based organization
- **EQUIVALENCY** - None
- **CERTIFICATION(S)** – None
- **SKILLS** – Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop). Highly organized with the ability to manage multiple priorities and meet deadlines. Excellent oral and written communication skills are essential. Familiarity with or passion for agriculture, livestock, or rural communities is strongly preferred.

Salary and Benefits:

- Salary Range: \$50,000 to \$65,000, commensurate with experience
- Benefits include:
- Hybrid work environment
 - Paid time off
 - Employer-sponsored health insurance
 - Retirement plan participation

Reports to

Executive Vice-President

To Apply

Please submit the following:

- Resume
- Three references

Send application materials to:

Erin Spaur

Colorado Cattlemen’s Association

7000 W. 14th Ave

Lakewood, CO 80214

erin@coloradocattle.org

The Colorado Cattlemen’s Association is an Equal Opportunity Employer. It is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, disability or age.