



**Job Title:** Freelance Communications Consultant

**Location:** Hybrid or Remote

**Organization:** Spark Ventures

**About Spark Ventures:**

Spark Ventures invests in sustainable solutions that empower communities around the world. We have a lasting impact by investing in partners serving under resourced communities. We direct human and financial resources into education, nutrition, healthcare, job creation, business development and environmental stewardship so that we can foster equitable communities where individuals can achieve their full potential. Our work is driven by a small, dedicated team and the support of our incredible donors and partners.

**Position Overview:**

We are seeking a highly motivated and creative Communications Freelancer to join our team and help elevate Spark Ventures' mission. This individual will play a pivotal role in producing high-quality content and collateral, including our Annual Report, fundraising campaign materials, donor communications (both digital and print), event materials and more. Additionally, the freelancer will provide strategic guidance on Spark Ventures' overall marketing efforts. This is an estimated 20 hours per month commitment, with flexibility around working hours.

**Key Responsibilities:**

- **Content Creation & Graphic Design:** Develop compelling written content and visuals for key Spark Ventures' materials, including annual reports, fundraising campaigns, donor communications, email marketing, impact travel recruiting efforts, and event collateral.
- **Donor Communications:** Write clear, persuasive, and engaging donor communications that align with Spark Ventures' voice and mission.
- **Campaign & Event Support:** Assist with the creation and execution of stand-alone fundraising campaigns as well as fundraising event materials, ensuring consistent messaging and branding across all materials.
- **Marketing Strategy Advisory:** Work closely with the Spark Ventures team to support monthly donor communication and event promotions. Help refine and execute marketing strategies that enhance visibility and donor engagement.
- **Collaboration:** Work alongside a small, mission-driven team, providing expertise and creativity to help us tell our story in impactful ways.



### **Qualifications:**

- **Experience:** Previous experience in content creation and graphic design is required. Previous experience in non-profit/social impact driven work is highly preferred.
- **Skills:**
  - Proficient in Adobe Creative Suite (InDesign, Illustrator, Photoshop, etc.)
  - Strong writing skills with the ability to create compelling narratives for diverse audiences
  - Familiarity with digital marketing platforms and tools
  - Familiarity with WordPress and Hubspot
  - Strong organizational skills and ability to manage multiple projects simultaneously
- **Attributes:**
  - Self-motivated with the ability to work independently and manage deadlines
  - Strong attention to detail and passion for creating impactful, mission-driven content
  - Willingness to collaborate and work with a small, dedicated team

### **Preferred:**

- Previous experience advising on marketing strategy for nonprofit organizations
- Knowledge of digital design trends and best practices for online and print communications

### **Commitment & Compensation:**

We are looking for someone to take on approximately 20 hours of work per month. Hours are flexible, but we ask for availability during certain key campaign or event periods. Compensation will be commensurate with experience and will be discussed during the interview process.

### **To Apply:**

Please submit your resume, portfolio (including samples of relevant work), and a brief cover letter outlining your experience and why you're excited to contribute to Spark Ventures' mission to [info@sparkventures.org](mailto:info@sparkventures.org).