

Girls Inc. of Metro Denver
Inspiring all girls to be strong, smart, and bold

Job Description/Announcement

Position: Development Coordinator

Reports to: VP of Development & External Relations

Location: 1499 Julian Street Denver, CO 80204

*The mission of Girls Incorporated of Metro Denver (GIMD) is to inspire all girls to be **STRONG, SMART, and BOLD**. GIMD is an affiliate of a national Girls Inc. network.*

All Girls Inc. of Metro Denver full-time employees are eligible for a comprehensive benefits package, including:

- A supportive work environment to be part of a national network for girls, professional development funds allocated to each full-time staff member, robust training for program staff with connection to the Girls Inc. National network including peer support and training opportunities, regular team meetings, one-on-one check-ins.
- A culture of care rooted in equitable practices with paid family and medical leave, a robust wellness program, sabbatical eligibility benefits, organization-wide retreats and team bonding events, generous paid time off, sick leave, a minimum of 13 holidays per calendar year, and access to an employee emergency assistance fund.
- A comprehensive benefits package consisting of a 403(b) retirement plan that includes an employer contribution, 100% employee paid medical, vision and life insurance package, dental, additional insurance options offered to fit your needs.

Position Summary:

The Development Coordinator will support the organization's overall fundraising goals and activities to support GIMD's mission. This position focuses on a range of responsibilities including donor cultivation, stewardship, and solicitation support activities; database management including data entry, donor reports and analysis; event coordination, and administrative support. As a five-member Development Team, this person will play a key role in achieving annual goals. There will be opportunities to build relationships with GIMD donors and partners and implement activities designed to acquire new supporters and retain current donors through donor acknowledgement and outreach, accurate record-keeping, donor communication, and gift processing.

Role and Responsibilities:

Annual Giving and Donor Relations (25%):

- Analyze current donor database and pull donor lists and reports to be used for donor acquisition, stewardship, retention, upgrade, and to identify lapsed donors.
- Support mailing of donor communications, including annual report, summer mailer, Gratitude Card, Colorado Gives Day collateral, and annual year-end appeal letter.
- Provide post-fundraising campaign analysis and summaries to the Development team, President/CEO and Fundraising Committee.

- Support VP of Development and President/CEO with major gift donor stewardship and new or emerging development priorities.

Donor Acknowledgement and Gift Processing (30%):

- Support weekly coding process for all sources of revenue in collaboration with the finance team.
- Enter all gifts into donor database, including coding and account and contact updates.
- Process and implement timely donor acknowledgement strategies, including thank you and acknowledgement letters to all donors, call lists for major donors, and Colorado Child Care Contribution tax credit as applicable.
- Prepare and mail annual donor summaries and communications.
- Manage Constant Contact list and integration with database.
- Manage donor database, inclusive of tracking prospects and acquisition of new donors, maintenance of donor reports, including segmented lists, and recommendations related to functionality.
- Respond to donor inquiries and requests related to giving status and/or history.
- Work with Finance department to provide donor information to support the annual audit.

Event Coordination and Corporate Partnership Support (25%):

- Support coordination of special events including community and corporate partner events that build exposure and support for GIMD.
- Coordinate calendar of quarterly engagement events for TrailblazHers donor affinity group.
- Work in partnership with the Development Manager and Marketing Manager to execute logistical planning related to fundraising and donor stewardships events including the My Bold Future Luncheon.
- In partnership with the Manager of Volunteer Programs, support the planning and execution of corporate volunteer opportunities.
- Provide coordination and support to corporate partnerships as needed, including updating proposals, confirming and supporting partnership activations, and communicating with partners.

Administrative (20%):

- Organize and keep current all development files on the shared drive (individual donors, foundation gifts, corporate, support, etc.).
- Provide administrative support to the Fundraising and Marketing Committees, including meeting notes and administrative follow-up related to monthly meetings.
- Attend staff meetings and trainings as needed; this may include some weekend days and evenings.
- Support invoicing as needed to donors and corporate partners.
- Other duties as assigned.

Qualifications

- Demonstrate commitment to the mission, vision, and advocacy statements of Girls Incorporated of Metro Denver
- Appreciation and sensitivity for urban communities, diverse populations, cultures, and economic experiences
- Commitment to the values of social justice and anti-oppression

- Interest in gaining, growing, and honing fundraising skills and experience
- Knowledge of donor stewardship and engagement strategies
- Ability to cultivate, manage and sustain positive relationships with diverse supporters
- Willingness to solicit financial investments directly from supporters
- Excellent written and verbal communication skills
- Detail oriented, organized and the ability to successfully navigate a multi-tasking environment and adapt to changing priorities and deadlines
- Ability to self-start, work independently as well as work well in a team setting
- General knowledge of youth development and gender specific programming
- Proficiency with Microsoft Office applications including Excel, PowerPoint, Word, and Google Suite.
- Proficiency with constituent management systems such as Salesforce (or comparable nonprofit donor database)
- Familiarity with social media platforms (e.g., Facebook, Twitter, LinkedIn, and Instagram)
- Familiarity with e-communication platforms (e.g., Constant Contact, Mail Chimp)
- Familiarity with on-line giving platforms (e.g., GiveSmart)
- Familiarity with marketing design applications (e.g., Canva, Adobe Illustrator, In Design)
- Full vaccination for COVID required, and ability to provide proof of vaccination

Education/Experience: Minimum one to two years' experience in nonprofit administration (development/fundraising experience preferred) or one to two years' experience in related field (e.g., client relations/sales administration, marketing administration).

Position Status: Full-time, salaried, exempt. Hours of work vary, and some evenings and weekends may be required. Typical work hours 9:00 am-5:00 pm

Salary: \$56,000- \$60,000 depending upon experience and qualifications

To Apply: Please complete the [application form](#) and email your resume to hshilts@gidenver.org. Thoughtful responses on the form appreciated. No cover letter needed. The position will remain open until filled.

Organization Summary:

Direct Service: GIMD serves over 2,500 girls and youth each year through comprehensive, research-based programs that help girls navigate gender, social, and economic barriers and reach their full potential. We provide year-round programs to girls in kindergarten through college, delivered by trained youth development professionals in a positive, pro-girl environment.

Advocacy: GIMD is committed to advancing the rights and opportunities of all girls and young women, to eliminate the barriers girls face, and reform the systems that impede their success. We approach this work through an equity lens focused on girls' inherent strengths and centered on girls facing multiple, intersectional challenges.

Equal Opportunity Employer

Girls Incorporated of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal

operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military, or veteran status, physical or mental disability, marital status, or national origin.