girls inc.
of Metro Denver

Development Assistant

Job Description

Position Title: Part Time Development Assistant
Reports To: Development Operations & Grants Manager
Status: Part-Time, Non-Exempt
Hours: Approximately 15-20 hours per week; Flexible Monday – Thursday schedule with occasional after-hours support for events.
Location: Girls Inc. of Metro Denver Office
Compensation: $22-$28 per hour, depending on experience

Position Summary:

The Part-Time Development Assistant is a key member of the Girls Inc. of Metro Denver (GIMD) Development Team, providing high-level administrative and logistical support, with primary responsibility for executing direct, donor-facing stewardship touchpoints, coordinating the logistics of fundraising events, and data entry.

In addition to administrative functions, the Development Assistant is expected to represent GIMD externally — greeting donors and partners at events, staffing check presentations and community activities, and serving as a confident, personable ambassador for the organization. This position reports to the Development Operations & Grants Manager and works in close, daily coordination with the VP of Development & External Relations to advance the Development Team's fundraising priorities.

Key Responsibilities:

Events & Donor Stewardship Execution (65%)

- Support the planning and execution of donor cultivation events, GIMD's signature fundraising event, and third-party fundraisers, including logistics, vendor coordination, day-of support, and GIMD representation.
- Represent GIMD at community events, donor gatherings, check presentations, and partner meetings, building authentic rapport with donors and partners.
- Support timely, personalized donor stewardship touchpoints, including thank-you calls, cards, acknowledgment letters, and other recognition gestures directed by the Development Team.
- Support post-event follow-up, including attendee tracking and coordination of next-step touchpoints with the Development Team.
- Support event administrative details: guest lists, invitations, RSVPs, name tags, seating, and registration.

Development Operations & Administrative Support (25%)

- Provide day-to-day administrative support to the Development Operations & Grants Manager, including data entry, mailing preparation, and filing.

- Assist with gift acknowledgment processing, donor correspondence, and mail merges.
- Support accurate and timely donor data entry and record maintenance in Salesforce CRM.
- Provide general administrative support to the Development Team, including supply ordering, meeting scheduling, and document preparation.
- Assist with special projects as assigned by the Development Operations & Grants Manager or VP of Development & External Relations.

Executive Calendar & Correspondence Support (10%)

- Schedule, confirm, and reschedule donor and partner meetings on behalf of VP, anticipating conflicts and resolving them independently where possible.
- Prepare VP for donor and partner meetings with agendas, briefing notes, giving history, and relevant background from Salesforce CRM.

Qualifications and required skills

- 2+ years of experience in an administrative, executive support, or nonprofit development role.
- Exceptional organizational skills with the ability to manage multiple calendars, inboxes, and competing priorities in a fast-paced environment.
- Strong written and verbal communication skills, with a professional, polished presence appropriate for representing GIMD externally.
- Confident and comfortable initiating interactions with donors and partners; poised and personable in public-facing settings.
- High degree of discretion, sound judgment, and ability to handle confidential and sensitive information appropriately.
- A proactive self-starter who anticipates needs, takes initiative, and is able to take direction to advance team goals and priorities with minimal supervision.
- Comfort using donor databases (Salesforce preferred) and Microsoft Office/Google Workspace.
- Culturally responsive and committed to anti-oppression values, with experience working with diverse communities.
- Ability to work occasional evenings and weekends for donor events and community activities.
- Access to reliable transportation and a valid Colorado driver's license (or willingness to obtain one within a month of employment).

Please submit application here.

Equal Opportunity Employer

Girls Inc. 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.