

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

Job Description/Announcement

Position: Development Coordinator
Reports to: Director of Development
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, and provides life changing programs and experiences that help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round, researched-based, healthy living, academic-enrichment and life skill-building programs delivered by trained, mentoring professionals in a positive all-girl environment.*

Our vision is empowered girls in an equitable society; we change lives, and we take that seriously. To uphold our mission and vision and be effective advocates and allies for all girls, GIMD is committed to inclusiveness and anti-oppression on all levels of our organization. GIMD believes inclusiveness and anti-oppression work give integrity and validity to our mission as well as power and effectiveness to our programs. It allows us to address the root causes of social issues that affect the girls we serve. At GIMD, we serve all girls therefore we are inclusive of all communities, cultures and experiences. Without inclusiveness, we will never be able to reach the full potential and power of our programs.

Summary of Position:

The Development Coordinator is a new member of GIMD's Development Team who will support the organization's overall fundraising goals and strategies to achieve and grow mission impact. This position focuses on a wide range of fundraising responsibilities including implementation of grassroots donor cultivation, stewardship, and solicitation activities; database management; donor research/analysis; and administrative support. As a three-member Development Team, this person will play an important role in achieving annual goals and building fundraising effectiveness and capacity. There will be opportunities to build relationships with GIMD donors 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 (50%):

- Analyze current donor database and work collaboratively with the Director of Development to propose and implement strategies for donor acquisition, retention and upgrade.
- Create a process and timeline for year-round donor outreach/communication, with a focus on retention of current donors and engagement of lapsed donors.
- Conduct research to identify new donor prospects; create a system to track prospects and acquisition of new donors.
- Support donor stewardship and engagement strategies for grassroots and mid-level donors, including conducting personal calls and meetings, sending follow-up materials, and updating notes.

- Support mailing of all donor communication materials, including annual report, summer newsletter, Colorado Gives Day collateral; coordinate grassroots fundraising campaigns, including the annual year-end appeal letter.
- Create donor stewardship lists and corresponding tools for Director of Development, President & CEO, Fundraising Committee and Board Members, as needed.
- Provide post-fundraising campaign analysis to the Development Team, President/CEO and Fundraising Committee.
- Support Director of Development and President/CEO with major gift donor stewardship and new or emerging development priorities.
- Work in partnership with the Development Team to execute successful fundraising campaigns and events for GIMD.

Donor Acknowledgement and Processing (30%):

- Lead weekly coding process in partnership with the Development Director for all sources of revenue and work in collaboration with Finance team to code online and ACH donations.
- Process and implement timely donor acknowledgement strategies, including thank you letters to donors at all levels and preparation call lists for major donors on a weekly basis.
- Provide timely documentation to donors who qualify for the Colorado Child Care Contribution tax credit.
- Prepare and mail annual donor year-end tax summaries.
- Enter all gifts into donor database, ensure proper coding, and update all contact changes.
- Create and maintain donor reports, including segmented lists, within the donor database.
- Provide recommendations related to donor database 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.

Administrative (20%):

- Partner with the Director of Development to organize and keep current all development files on the shared drive (individual donors, foundation gifts, corporate, support, etc.).
- Participate in special events and networking opportunities that build exposure and support for GIMD. This may include some evenings and weekends.
- Serve as a member of the Fundraising Committee: sends agendas, takes meeting notes and supports administrative follow-up related to monthly meetings.
- Attend staff meetings and trainings as needed.
- 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 funds directly from supporters
- Excellent written and verbal communication skills

- Detail oriented, organized and the ability to successfully navigate a multi-tasked 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
- Knowledgeable about Microsoft Office applications, Google Suite, Salesforce (or comparable nonprofit donor database) and Constant Contact
- Familiarity with social media platforms (Facebook, Twitter and Instagram) and design applications such as Adobe, Canva, PhotoShop, InDesign, etc. and/or ability to learn new software skills as necessary

Education/Experience: B.A. or B.S. degree in a related field, preferred. Minimum one to two years of related experience preferred.

Position Status: Full-time, hourly, non-exempt. Hours of work vary, and some evenings and weekends may be required.

Compensation: Salary range dependent on experience: \$40,000- \$47,000 depending upon experience and education, and benefits package including 403b retirement plan, employer sponsored health plan, paid time off and paid holidays.

To Apply: Please send a cover letter including why this position is a good fit for you, resume, three professional references and at least one paragraph, and no more than one page, addressing the following question:

At GIMD we strive to be an anti-oppressive and inclusive organization. What is your understanding of and experience with anti-oppression and inclusiveness in your personal and/or professional life?

Send one email and separate attachments to resume@gidenver.org. Please include Development Coordinator in the subject line. No phone calls please. Position is open for immediate hire and will be open until filled.

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.