

**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. Our life changing programs and experiences help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round, 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 their voice 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 will support the organization's overall fundraising goals and activities to support GIMD's mission. This position focuses on a wide 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 three-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 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.
- Coordinate year-round monthly e-communications and create and deploy weekly social media content with a focus to engage the current community of supporters.
- Support Director of Development and Development Manager in donor stewardship and engagement strategies, including scheduling personal calls, meetings, sending follow-up materials, and updating notes.
- Support mailing of all donor communications, including annual report, print newsletter, 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 Director of Development and President/CEO with major gift donor stewardship and new or emerging development priorities.

#### Donor Acknowledgement and Gift Processing (40%):

- Lead 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 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 (15%):

- Support coordination of special events including community and corporate partner events that build exposure and support for GIMD.
- Work in partnership with the Development Manager to execute logistical planning related to fundraising and donor stewardships events including the My Bold Future Luncheon.

#### 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 Committee including agendas, meeting notes and administrative follow-up related to monthly meetings.
- Attend staff meetings and trainings as needed, this may include some weekend days.
- Provide support to track Board member pledge forms, donation, and activity status.
- Support invoicing as needed to donors and corporate partners.
- As needed drive a 15-passenger vehicle to pick up girls for afterschool programming for some programming you will be expected to drive your own vehicle.
- Other duties as assigned.

#### **Education and Experience 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-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
- 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, etc.)
- Familiarity with on-line giving platforms (e.g., Mobile Cause/Give Smart)
- 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, hourly, non-exempt. Hours of work vary, and some evenings and weekends may be required. Typical work hours 8:00-5:00 pm

**Salary:** \$45,000 - \$55,000 depending upon experience and education

**Benefits:** A supportive work environment and comprehensive benefits package including:

- 403b retirement plan including 3% employer contribution (no match requirement)
- High quality employer sponsored medical health plan (paid at 100%) with dental/vision additions available
- Employee paid life insurance
- Flexible work hours, schedule, and comp time
- Paid vacation/personal time and paid sick time
- Paid holidays (13) including three additional floating holidays designated by the organization
- Paid family and medical leave
- Organization-wide retreats and team bonding events
- Professional development funds allocated to each full-time staff member
- Connection the Girls Inc. National network including peer support and training opportunities
- Sabbatical benefits
- Wellness program with cash incentives
- Flex Spending / Health Savings Account
- Additional cancer and hospital & accident insurance available
- Hybrid work from home options available, with some in office days expected
- Employee Assistance Fund

**To Apply:** Please complete the application form which includes uploading your resume at <https://forms.gle/Z24KcTf5446pWvZr9> (case sensitive) Thoughtful responses on the form appreciated. No cover letter needed. The position will remain open until filled and open for immediate hire, with flexible start date anticipated for end of November/ early December. No phone calls please. Questions can be directed to [svoss@qidenver.org](mailto:svoss@qidenver.org).

**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.*