



Position Title: Development Coordinator	Reports to: Operations Director Direct Reports: 0
Area: Development and Fundraising	Position Type: 30 hours per week, exempt position

Mission:

The Junior League of Denver, Incorporated (founded in 1918), is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers.

Position Overview:

The Development Coordinator is responsible for ensuring all fundraising activities are streamlined and documented within the Junior League of Denver (JLD). In addition to maintaining donor relationships as members transition, this person provides event execution support, tracks incoming donations and donor communication, and supports the fundraising strategy of the JLD as directed by the Annual Campaign Committee and Fundraising Committee.

Essential Job Duties and Responsibilities (other tasks may be assigned as necessary):

Strategic Support

- In collaboration with the Annual Campaign Committee and Fundraising Committee, determine, develop, and coordinate the most effective fundraising methods to maximize revenue and resource development.
- Work closely with Annual Campaign Committee, Fundraising Committee, and volunteer solicitors in identification, cultivation, and solicitation of donors and sponsors.
- Organize any campaign strategy and execution (such as the annual campaign or a capital campaign), and support communication and funding goals.
- Attend monthly Annual Campaign Committee and Fundraising Committee meetings.

Donor Management

- Co-own donor relationships with the Annual Campaign Committee and Fundraising Committee to ensure continuity during committee member transition.
- Provide volunteer solicitors with the information they need to maintain donor relationships (i.e. weekly donation updates, giving history, contact information call sheets, and organization or event updates).
- Oversee preparation of solicitation materials i.e. letters, appeals, sponsorship packages.

- Manage prompt donation processing, including receipt, logging, and timely acknowledgement.
- Improve systems to assure that fundraising efforts of the JLD/JLDF are coordinated to maximize revenue and avoid multiple asks.
- Work with the Annual Campaign Committee Chair to plan and execute communication which engages and retains donors.
- Maintain donor records through database tracking and donor reports, and work with database technical support to update and maintain customized queries.
- Research prospective and lapsed donors.

Tactical Support

- Provide support leading up to fundraising events
- Submit 2-3 grant applications per year to funders who have previously supported the JLD or whose funding guidelines are in direct correlation with the JLD mission.
- Manage the content of the Annual Report, working with the Communications Committee, volunteers and staff to write and review articles, and carefully review final layout for errors and omissions.

Qualifications:

This is a part-time (30 hours/week) position. Occasional evenings/weekends may be necessary. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- A Bachelor's degree in Communications, Nonprofit Management, or related field
- 3-4 years of individual giving and / or fundraising experience
- Experience working with and managing volunteers in solicitation and securing of donations

Personal Characteristics:

- Passion for the mission of the Junior League of Denver.
- Organization skills to handle donor contact information, donations, etc.
- Strong leadership skills to successfully run events and execute fundraising strategies.
- Excellent personal interaction skills to work with a volunteer led organization to build donor relationships.
- Ability and desire to interact with all members.
- Results oriented and process oriented, with the ability to manage multiple event and campaign timelines and donor relationships in various stages.
- Ability to work flexible hours when required

Computer Skills:

To perform this job successfully, candidate should have expertise in word processing software, spreadsheet software, and database tracking.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The above information is intended to provide an overview of primary responsibilities and should not be construed as a complete description of all requirements inherent to this position.

Salary and benefits (health, dental, flex plan, 403(b)) commensurate with experience.

The Junior League of Denver is an equal opportunity employer.