

Job Description

Position:	Development Coordinator
Classification:	Exempt
Location:	Denver
Reports to:	Development Manager
Starting Salary:	\$42,848

Job Summary:

This Development Coordinator position is a multidisciplinary position supporting various fundraising activities to include donor prospecting, qualification and stewardship, special events, database management, direct mail, volunteer management and other fundraising activities.

The position also provides support to fundraising activities based outside of the Denver metro as needed.

The appropriate candidate will have the ability to manage multiple priorities simultaneously, enjoy outreach and relationship building, and has the ambition to grow and thrive within the organization. The Development Coordinator is a strategic thinker who communicates professionally and effectively with volunteers, donors, and community stakeholders. This person is a team player with energy and drive.

Essential Job Functions:

Special Events and Fundraisers

This position may serve as the onsite liaison for assigned events and will work with Development staff to implement key event goals, coordinate logistics, and assist with promotion and marketing. Alongside the Development Team, this person will help to secure event sponsorships and in-kind contributions. The Development Coordinator will recruit, train and supervise volunteers, and participate in post-event evaluations.

Database and Administration

This position supports database and administrative duties, which may include maintaining accurate records of donors and generating timely appropriate recognition letters, designing and implementing donor queries, reports and correspondence, as well as inputting volunteer and event information.

Development

The Development Coordinator will be expected to manage a portfolio of donors to steward and engage. The Development Coordinator will work with the Department Manager and Director to identify, qualify and conduct outreach to prospective individuals and businesses.

The Development Coordinator is expected to participate in and attend key community events which foster organizational relationships and engage in outreach opportunities as identified. This person will also provide support to event committees. Some of the activities may require working around alcohol.

This person will serve as a liaison with assigned community groups and maintain open communication and working relationships with staff, volunteers, donors and community stakeholders.

This position will participate in the development of annual plans and reports, as well as strategies for fundraising events and development activities for all CHN offices.

Outstanding organizational skills are a must. Some travel to Regional Offices and within the Denver Metropolitan area is required. Some weekend and evening work is required.

*This list is not meant to be a comprehensive list of job duties.
Other duties may be assigned.*

Qualifications:

- Experience with fundraising, contact management and database software preferred. Must be able to learn and effectively manage Salsa fundraising software.
- Bachelor's degree in marketing, communications, business or nonprofit management, or a related program of study, or equivalent experience.
- Proficiency in Microsoft Office programs and computer/office equipment operation.
- Outstanding written and verbal communication skills.
- Excellent organizational and time management skills.
- Ability to successfully work independently and as a member of a team.
- Demonstrated knowledge of fundraising best practices for nonprofit agencies and organizations.
- Ability to organize and coordinate activities with multiple deadlines.
- Willingness and ability to work with diverse populations - persons living with HIV, the LGBTQ community, persons of various ethnic backgrounds, disenfranchised communities.
- Must have and maintain a valid Colorado driver's license and auto insurance.
- Experience with HIV/AIDS preferred.

Organizational Summary:

Colorado Health Network is a statewide community-based organization that helps those living with HIV, and those at risk, to make healthy choices for a self-sufficient, enhanced and healthy life. CHN provides comprehensive services including case management and behavioral health care, testing and prevention services, medical and oral health care services to populations living with HIV, educates populations at higher risk for acquiring HIV and other blood borne pathogens, and advocates for social and health care equity. CHN has offices in Colorado Springs, Denver, Fort Collins, Grand Junction, Greeley and Pueblo.

We highly recommend people of all educational background and life experiences apply. We believe that people with lived experience are among the most qualified to provide harm reduction and sexual health services. We believe that the people we serve must be centered in the work we do. Hence, we strongly encourage applications from people who hold these identities or who are members of other marginalized communities.

General Benefits Description:

We offer full-time employees a comprehensive benefits plan that includes: Health Insurance, Dental Insurance, Vision Plan, 403(b), Legal Shield, FSA, Life Insurance, EAP, Long-Term and Short-Term Disability.

How to Apply

Please email a cover letter and resume (subject line must be "Development Coordinator") to the Human Resources Department at HR@coloradohealthnetwork.org

All offers of employment are subject to the completion of a criminal background check.

Colorado Health Network is an Equal Opportunity Employer (EOE).

Application Deadline: Open Until Filled