

**Job Title:** Development Coordinator  
**Status:** Full-time/Non-exempt  
**Reports to:** VP of Development  
**Department:** Development  
**Hourly Pay:** \$18.75 – \$20.25 (36 hours per week)

### General Purpose:

For more than 100 years, Easterseals Colorado, a non-profit, has served as an indispensable resource for individuals with disabilities, veterans, seniors, and their families. Reporting to the Vice President of Development, the Development Coordinator plays an integral role in the development department. The development team serves as the support arm of the organization, raising critical funds so that the organization can carry out its mission. This position works collaboratively and strategically with members of the development team supporting the department on a range of administrative, fundraising, and marketing activities. This position will be performed both at the main office in Lakewood, CO and remotely.

### Essential Duties and Responsibilities:

#### Administrative Support 17%

- Provides administrative support to the development department
- Assist with internal mailings from merging and printing, stuffing, and applying postage
- Manages constituent contact information in department database
- Oversees donor database whether it is implementation, exporting/importing, creating mailing list, generating reports, and assisting with data analytics, etc.
- Manages committee meeting scheduling, as requested

#### Gift Processing 25%

- Key contact for gift processing, which includes assisting with the mail log, scanning gifts, and notifying appropriate personnel of gifts
- Prepares gift acknowledgement letters, as requested, as well as distribute the letters to the donors
- Refreshes gift acknowledgment letters annually

### **Events 33%**

- Assist events with online application submissions for silent auction
- Assists events with management of silent auction solicitations and tracking
- Participates in and supports the planning and implementation of all fundraising and cultivation activities and events
- Attends and works all special events (may include late nights and weekends)

### **Marketing 25%**

- Supports the development, production, and mailing of marketing and fundraising collateral (annual reports, newsletters, annual campaign materials, brochures, flyers, invitations, etc.)
- Serves as marketing liaison for the marketing department as it relates to development department efforts
- Works with the marketing department to promote fundraising events using flyers, advertisements, and digital marketing outreach

*These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities, or qualification associated with the job*

### **Qualifications:**

- Organizational skills to rely on process and method
- Ability to interact and build a rapport by possessing great communication skills
- Proven ability to multitask
- Bloomerang database knowledge preferred
- Has strong organizational and time management skills and pays attention to details
- Demonstrates discretion when handling sensitive donor information
- Has a positive, can-do attitude, and is willing to work independently
- Is comfortable and capable with technology, including Microsoft Office and related software

### **Benefits Offered:**

Our employees are our most valuable asset. That's why at Easterseals Colorado we are committed to a comprehensive employee benefit program that includes medical, dental, vision, flexible spending and health savings accounts, retirement plan, employee assistance program, paid holidays, and paid time off.

### **Physical Requirements of This Position:**

Must be able to remain in a stationary position 50% of the time. This person in this position needs to occasionally move about inside an office to access file, office machinery, etc. Constantly operates a computer and other office productivity machinery.

M/F/D/V/G EOE E-verify Employer