

**Job Title**

Resource Development Coordinator

General Statement of Duties

The Resource Development Coordinator is responsible for executing fundraising and community engagement strategy for the organization. This position will focus primarily on special event fundraising, individual and corporate donor cultivation and stewardship, and supporting marketing efforts, community engagement, and volunteer recruitment.

Supervisor

Resource Development Director

Responsibilities

Special Event Management

1. Execute all fundraising events hosted by Partners
2. Lead event committees consisting of volunteers during preparation and execution of events
3. Manage relationships with contractors, vendors, and in-kind donors before, during and after each event
4. Promote Partners' events through various marketing tactics

Donor Development

1. Work with Executive Director and Board to develop targeted donor development goals and overall organization fundraising goals and to ensure achievement of these goals
2. Engage with Board and community members to develop a corporate engagement strategy that includes cultivating relationships with corporate donors and sponsors as appropriate
3. Research and assist with implementation of new and existing individual donor efforts to bring funding to the organization
4. Assist in revenue development through specific efforts in third-party events, grant funding, and other funding channels

Community Engagement, Marketing, and Volunteer Recruitment

1. Support annual organizational marketing plan, including internal communications, social and traditional media, and community engagement opportunities
2. Engage the Board and community members to develop strategies to increase brand awareness
3. Coordinate preparation, printing, and distribution of marketing materials
4. Oversee networking opportunities and delegate as needed to appropriate staff members/volunteers
5. Develop and maintain relationships with media and marketing partners
6. Work with program staff to collect mission-focused stories and photos

Education and Experience

- Bachelor's degree in relevant field, or 2 years of transferrable experience
- Demonstrated knowledge of fundraising practices and principles
- Detail-oriented and organized with excellent written & verbal communication skills

- Computer skills including proficiency in Microsoft Office, email management, digital marketing including social media, presentation software, video conferencing

Desirable Knowledge, Skills and Abilities

- Demonstrated knowledge of fundraising practices and principles
- Experience in event planning, donor development, sponsorship cultivation, volunteer committee management, and grant writing.
- Ability to garner awareness and support of the organization throughout the community
- Ability to communicate effectively with a wide spectrum of people
- Demonstrated knowledge and skills in implementing effective Marketing strategies and tools
- Detail-oriented and organized with excellent written & verbal communication skills.
- Strong Computer skills including proficiency in Microsoft Office
- Proficiency in CRM platforms, email marketing software, graphic design tools, and WordPress

Necessary Special Requirements

Possession of a valid State of Colorado driver's license.
Successful completion of Partners background screening process.
Ability to work flexible hours, including occasional nights and weekends
Travel within the Northern Colorado Region is required

Other Duties

This description does not state or imply that the duties listed are the only duties to be performed by the Resource Development Coordinator. Employees are required to follow job-related instructions and perform other job-related functions as may be assigned by the Executive Director, Resource Development Director, or other members of leadership.

Hiring Details

Please submit cover letter and resume through Indeed or to vlewis@poweredbypartners.org. Position is open until filled with a priority submission deadline of 1/8/2024. Interviews will be conducted on a rolling basis. This is a full-time, non-exempt position with benefits.

Compensation: This is a full-time, non-exempt position with a competitive benefits package. Annual salary of \$40,000 (additional pay provided for bilingual Spanish/English staff)