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# COLORADO HEALTH NETWORK INC.

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## Job Description

**Position:** Development Coordinator III  
**Classification:** Non- Exempt  
**Reports to:** Development Manager  
**Location:** Denver, CO

**Position Summary:** Colorado Health Network, Inc. (CHN) is a statewide nonprofit comprised of the Denver Colorado Health Network, Northern Colorado Health Network, Southern Colorado Health Network, Western Colorado Health Network, Howard Dental Center, HeyDenver! and Access Point Colorado. Its mission is to equitably meet the evolving needs of people affected by HIV and other health conditions through prevention, care and advocacy.

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

The position assists in planning and producing assigned fundraising events and may recruit and manage volunteers in support of those and other events. This individual also provides support to events based out of regional offices 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 will 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 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.

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. 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.

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 or other database software preferred. Must be able to learn and effectively manage fundraising software. Experience with HIV/AIDS preferred.

**Education:**

Bachelor's degree in marketing, communications, business or nonprofit management, or a related program of study, or equivalent experience.

**Software Utilized:**

Experience working with basic office and database computer programs, including familiarity with Microsoft Outlook, Word, Excel, Access, and the internet. Experience with fundraising, contact management or other database software preferred.

**Knowledge, Skill and Ability:**

Demonstrated knowledge of fundraising best practices for nonprofit agencies and organizations. Strong leadership and management skills. Excellent communications skills including demonstrated ability to structure large amounts of information in a written document that is clear and easy to understand. Demonstrated ability to effectively manage individuals and teams in a dynamic work environment. Strong interpersonal skills. Ability to successfully work independently and as a member of a team. 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.

**Material and Equipment Directly Used:**

Works with computer workstations, laptops, servers, and standard office equipment. Works with software, including electronic health records, client/patient data systems, word processing, spreadsheet and presentation software as well as with online systems. Communicates with partner organizations and vendors using the telephone, e-mail, the Internet, and fax.

**Physical Demands and Work Conditions:**

Works in an office environment. May travel via automobile or airplane to offsite locations. Must have and maintain a valid Colorado driver's license and auto insurance. Requires ability to lift up to 45 pounds of materials. Requires clear speaking ability and the ability to use a telephone for extended periods. Requires ability to view a computer screen (near acuity). Requires fingering agility for keyboarding. Requires ability and willingness to work in environments where alcoholic beverages are served.

**COMPENSATION**

Salary commensurate with experience. Benefits include health insurance, short and long-term disability insurance, generous paid time off and 403(b) retirement plan option.

**APPLICATION**

Please submit a cover letter and resume to Sharon Opila, Human Resources, at [Sharon.Opila@coloradohealthnetwork.org](mailto:Sharon.Opila@coloradohealthnetwork.org), and put "Development Coordinator" in the subject line. All offers of employment are subject to the completion of a criminal background check. Colorado Health Network, Inc. is an Equal Opportunity Employer (EOE).