Position Announcement:  
Development Coordinator

Cobalt’s mission is to secure policies, structures, and attitudes that support fundamental reproductive healthcare and abortion access of everyone. We believe this can only be achieved through our commitment to developing a staff, board, and partner base that includes and foregrounds members of communities that have historically been most impacted by the oppression and inequity in American health care. We know that by centering the most marginalized in our work, we will attain a more just system for all.

Summary: Cobalt’s Development Coordinator supports our strategic goal of ensuring Cobalt and our allies have the necessary resources to protect and expand reproductive rights and access to safe, legal abortion services in Colorado by developing sustainable and equitable sources of support. This position reports to the Development Director.

Responsibilities:

Stewardship & Donor Support (approximately 75% of the position)
- Lead stewardship of annual donors, set goals for donor retention and track those metrics.
- Manage acknowledgement and thank you processes, both digital and print.
- Prepare prospect and donor call reports on a weekly basis and support the Development team in making thank you calls.
- Support President and Development Director with regular stakeholder briefings and updates.
• Update & maintain collaborative spreadsheets tracking progress on individual donor portfolios.
• Assist in the creation and promotion of Cobalt’s Annual Report.
• Support engagement and organizing team in stewarding volunteers.
• Monitor inquiries to Cobalt’s general info@ mailbox, and forward inquiries to various team members as necessary.
• Be on the lookout for innovative new ways to steward stakeholders and encourage annual support.

**Event support & data maintenance (approximately 25% of the position)**

• Participate in planning and executing a variety of events, house parties, briefings, and meetings.
• Support planning and execution of the Gala committee, including being a liaison between the engagement team, event volunteers.
• Data entry as needed.
• Maintain stock of letterhead, envelopes, thank you cards, BREs in the office.

**Must haves:**

• Interest in and passion for reproductive rights and justice.
• Commitment to incorporating diversity, equity, and inclusion principles into all aspects of this position.
• Ability to communicate effectively with many different types of people, both spoken and in writing.
• Comfort and experience making phone calls (phone banking experience a plus!)
• Ability to use discretion when handling confidential information.
• Attention to detail.
• Experience with Google Suite (especially Google Sheets).
• Ability to undertake, balance, and manage multiple tasks/projects.
Nice to haves:

- Proficiency in EveryAction 8.
- Data management experience.
- Community organizing or fundraising experience.

This candidate would ideally be located in the Denver metro area, but we can be flexible for the right candidate.

If interested, please email a cover letter and resume to jesssantos@cobaltadvocates.org. Deadline for applications is August 30, 2022.

Salary range: $42,000 to $49,000 with employer paid health insurance, dental, vision and retirement plan. Generous time off including paid sick leave, personal time, holidays and office closure at the end of December.

Cobalt is deeply committed to diversity and we encourage applications that reflect diversity in age, socio-economic status, race and ethnicity, sexual orientation, geography, and expertise.