Development Office Coordinator
Denver, CO • Development - Donor and Media Relations
Job Type: Full-time

Description

Are you looking for a meaningful place to work where you can practice your Christian faith and truly make a difference? The Development Office Coordinator at Denver Rescue Mission will be responsible for office coordination, administrative support, general donor cultivation and is responsible for providing administrative support for the day-to-day needs of the development department.

The Development Office Coordinator (DOC) is a full-time non-exempt position of Denver Rescue Mission (DRM) which must agree and adhere to our Statement of Faith and Ministry Principles, in addition to complying with policies as summarized in the DRM Employee Handbook.

**Hiring Range:** $15.95 - $19.95 hourly, based on qualifications and experience.

**DRM's GENEROUS BENEFITS INCLUDE:** [DRM Benefits Guide]
Comprehensive health, dental, and vision
Vacation (3 weeks annually to start), Sick time, 10 Holidays, Birthday and Refreshment Day
Tuition reimbursement and child adoption
401K company match up to 5% and *so much more!*

**Responsibilities Include:**

**Office Coordination**

- Monitor and organize inventory of and DRM staff apparel
- Working closely with the hiring manager, serve as primary support person for onboarding new Development staff.
- Coordinate logistics of any development meeting, including but not limited to, reserving meeting space, setting up A/V, ordering and picking up food and beverages, as necessary.
- Manage equipment, cleanliness and organization of all development department shared areas.
- Maintain general collection of DRM publications for relational giving team; monitor inventory and work with Communications staff to order when needed. Also distribute publications (i.e., Changing Lives newsletters) to other DRM facilities.
• Coordinate ticket/table purchases for community events, track RSVPs, and communicate event details with staff.
• Manage one or more long-term volunteers (Change-Makers) in support of administrative projects for the Development team
• Lead development appreciation committee, coordinate team birthday and anniversary cards, arrange team-building outings and holiday events for Development staff and help to create a fun and dynamic work environment.

**Administrative Support**

• Provide general administrative support for the VP of Development, Director of Philanthropy, relational giving team members, and leadership team members of the Mission’s Young Professional’s Group, including printing and mailing letters, metering envelopes, preparing reports, and other projects as assigned.
• Assist with maintaining development drive shared files.
• Assist with data entry and maintaining files in Salesforce (fundraising database).
• Compile and circulate a daily financial account report for incoming gifts.
• Create and distribute reports, meeting notes, and department-wide updates.
• Provide administrative and on-site support for special events when needed.
• All other responsibilities as assigned by the Director of Philanthropy.

**General Donor Cultivation**

• Assist donors and prospective donors with issues or general inquiries via phone, email, or the DRM webpage.
• Assist relational giving officers with stewardship activities, including the production of personalized receipt letters and/or thank you notes for large gifts.
• Manage rotating schedule of development staff to participate in community-based opportunities and events (i.e., workplace giving or church fairs) to represent DRM, and ensure necessary materials are prepared.
• Responsible for mailing New Donor Welcome Newsletters.
• Work closely with Specialized Gift Coordinator and Donation Processing team to ensure proper gift acknowledgment and stewardship for unique gifts, including memorial donations.

**Requirements**

**MINIMUM QUALIFICATIONS**

• Two years of administrative support experience.
• High school diploma required; Associate’s degree or higher preferred.
• Proficient skills in Microsoft Office, with particular knowledge of mail merge functions and Excel spreadsheet formulas.
• Experience with donor database software (Salesforce or similar) preferred.
• Excellent organizational skills and meticulous attention to detail.
• Flexible and able to readily modify, respond to, and integrate change.
• Ability to initiate relevant activities to achieve department goals, while effectively prioritizing responsibilities and accepting direction from multiple sources.
• Strong communication skills, both written and verbal.
• Professional demeanor while handling sensitive and confidential matters.
• Ability to solve problems, make decisions and handle many tasks in a fast-paced, complex environment, working both independently and as a team member.
• Ability to interact cheerfully, creatively and professionally with donors, team members and other Mission contacts.

NOTE: Work-related travel may occasionally be required including, but not limited to, travel, evening and weekend activities.

To Apply:

Please click here to learn more and apply.