



## **Job Description: Development & Communications Coordinator**

### **PURPOSE**

Every day, we prove that the smartest investments are made in children. At Invest in Kids (IIK), we bring research-based, proven programs into communities across Colorado. Our efforts focus on the specific needs of children in low-income families, with the hope of seeing every child in Colorado thrive. We partner with diverse community leaders, care providers, and donors to work toward this goal. Only those programs able to demonstrate the highest level of standards, a research-proven track record of success, and a promise of significant impact become IIK programs. We pride ourselves on being second to none in what we do. We hold ourselves to high standards to make sure our programs provide the resources and support needed to help families succeed. We take our work seriously, because we know the difference our programs can make. Additionally, we recognize happy employees are the most productive and try to build a work environment that supports this belief.

The Development and Communications Coordinator is key to supporting the organization's fundraising goals, particularly around event management, execution of donor cultivation, and sharing Invest in Kids' message with the community. Working with the Director of Development and Communications to ensure implementation of development principles and strategy, this position will support the organizational strategic plan through successful content creation for all communications vehicles and communications with donors, management of special events, and accurate data management and reporting for the department.

The Development and Communications Coordinator is responsible for assuring timely and accurate gift record keeping; scheduling and tracking donor follow-up, providing project management for the annual Jane-a-Thon ski fundraiser, and for developing social media, website, and newsletter content.

### **SPECIFIC RESPONSIBILITIES**

#### **Development Communications**

- Collaborate with the Development team to create and implement donor related content for all communication platforms: e-newsletters, annual appeals, email templates, social media, collateral associated with donor stewardship, etc.
- Produce related promotional, marketing and presentation materials supporting special events and to further cultivate and activate existing IIK supporters.
- Initiate the creation and distribution of donor communications, including but not limited to the quarterly newsletter, blog, and annual report.
- Manage website and social media platforms, coordinating with all IIK staff to maintain accurate and updated information. Improve engagement tools as necessary to increase online presence and build awareness of IIK mission.

- Will play a lead role in creating a revised website along with contract web developer and Director of Development and Communications.
- Work with team to strategize and execute Colorado Gives Day/ year-end giving campaigns, including drafting and mailing letters, e-blasts, and social media updates

### **Donor Database Management**

- Oversee the operation of Donor Perfect. Responsible for completing accurate gift entry, executing donor acknowledgment and gift receipt process within three business days. Alert other staff members, including Executive Director, to any follow-up needs.
- Routinely update acknowledgement letters to coordinate with overall development messaging.
- Provide necessary reports to accounting and work with finance to reconcile gifts and pledges each month. Create standard reports for Development Team.
- Generate standing (and customized) reports from Raisin and DonorPerfect platforms as they relate to events and other development team initiatives.
- Maintain data integrity of DonorPerfect through best practices and procedures.

### **Jane-a-Thon and Misc. Events**

- Lead committee of staff, Board, and volunteers for the annual Jane-A-Thon, Invest in Kids' largest fundraising event.
- Works with Director on the planning, implementation, and production of fundraising events including vendor relationships, budgets, and event logistics
- Responsible for pre-event planning, logistics and communication; provide project management and work with the planning committee to mobilize registration, secure sponsorships and prizes; recruitment and coordination of all volunteers.
- Provide related assistance as required for special events.

### **Additional Development Team Work**

- Support special initiatives and projects as detailed in annual fund development plan
- Assist with Workplace Giving; represent IIK and gain exposure through events and community partnerships as needed, including but not limited to Mile High United Way and Community Shares of Colorado.
- Support donor cultivation, special initiatives, and events as needed.
- Participate in staff meetings, team/committee meetings, and contribute to the overall growth and learning of the organization

### **QUALIFICATIONS**

- Minimum two years of progressive fundraising experience, specifically in annual giving programs, is preferred.
- 2+ years' experience with donor management software; proficiency in Donor Perfect preferred.
- Excellent writing skills and ability to draft creative, precise language to express an organization's mission and impact.
- Experience managing websites and social media platforms along with tracking analytics.
- Experience in event planning for nonprofits or equivalent project management a plus.

## **DEMONSTRATED COMPETENCIES**

- Ability to manage multiple projects and demands simultaneously; results oriented, works quickly and accurately.
- Outstanding research, oral communication, presentation, and organizational skills
- Highly developed attention to detail with highly accurate data entry skills.
- The ability to work well both independently and collaboratively with people of diverse backgrounds, cultures and perspectives, managing multiple projects and priorities.
- Enthusiastic self-starter who is able to work independently – “can do!” attitude.
- Commitment to the goals and values of the organization

## **FULL TIME EQUIVALENT**

Full time (40 hours per week)

## **SALARY**

\$48,000 Annually

## **BENEFITS**

- Health, Dental, and Life insurance
- Flexible Spending Account
- Health Savings Account
- Paid Vacation, Sick and Personal time

## **APPLICATION DIRECTIONS**

Please direct all inquiries to Lisa Sanchez via email at [lsanchez@iik.org](mailto:lsanchez@iik.org) by October 15, 2019; including cover letter, resume, and a writing sample.

IJK is an equal opportunity employer that is committed to building a diverse workforce. IJK strives to create an inclusive work place that embraces diverse backgrounds, life experiences and perspectives. It is the policy of IJK to prohibit discrimination against any person or organization based on age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation, or disability.

For more information about Invest in Kids, please visit [www.iik.org](http://www.iik.org)