



## DEVELOPMENT COORDINATOR

REPORTS TO: DEVELOPMENT DIRECTOR

TERMS: 40 HOURS PER WEEK, EXEMPT, FULL-TIME WITH BENEFITS; POSSIBILITY OF LIMITED HYBRID SCHEDULE AFTER THREE MONTHS

Civic Center Conservancy is looking for a Development Coordinator to support annual giving and capital initiatives by managing donor communications, data, and event coordination. The ideal candidate will have a bachelor's degree and 2-3 years of nonprofit development experience, demonstrating strong organizational and communication skills.

### WHO YOU ARE

- You are a self-starter and resourceful problem-solver with a talent for identifying and addressing gaps to enhance our nonprofit's fundraising efforts.
- You thrive in a collaborative small team environment; you also excel at working independently to manage multiple deadlines.
- Your keen interest in learning drives you to continue improving our development operations and communications as you work closely with our Development Director.
- You use organization and administrative support to bolster highly effective, collaborative teams.

### SUMMARY

The Development Coordinator at the Civic Center Conservancy plays a vital role in supporting the development functions in the organization – in annual giving and capital support. This position encompasses gift processing, donor communication, data management, and event coordination. Key responsibilities include managing the Conservancy CRM database, preparing donor reports, tracking fulfillment of grants and sponsorships, and ensuring timely acknowledgment of gifts. This position direct reports to the Development Director and will also work closely with the Executive Director, especially as it related to the Capital Campaign.

The coordinator will also assist directors in preparing for donor meetings, conducting research on prospective grants, and managing communication with the Capital and Development Committees. Additional duties include overseeing the monthly newsletter and website updates to keep information current and engaging.

Strong organizational, writing, and communication skills are essential, along with proficiency in Microsoft Office and online technologies. A collaborative spirit and the ability to manage multiple tasks and deadlines are crucial for success in this role.

## DUTIES AND RESPONSIBILITIES

### DEVELOPMENT OPERATIONS (35%)

- Gift Processing + Donor Relations
  - Processes donations and payments, including preparing checks for deposit, preparing and sending gift acknowledgments, and entering gifts in our CRM.
  - As part of corporate fulfillment, communicate with corporate groups to schedule volunteer days and to provide directions and guidance – will collaborate with the volunteer coordinator for handoff and program execution.
- Data Management + Reporting
  - Manage Conservancy CRM Database.
  - Prepare gift and donor reports for Development and Conservancy Leadership teams.
  - Responsible for documenting and tracking benefit fulfillment for individual, corporate, and foundation donors. Shares with staff regularly.
  - Manage electronic donor files.
  - Work with development team to respond to donor inquiries in a timely fashion when necessary.
- Manages physical and electronic mailing projects, including mail merges, labels, and stuffing envelopes.
- Grant research, application writing, and tracking as the annual development plan dictates.
- Supports internal and external event execution, coordination, and logistics of donor events. Manages RSVP + Guest Lists.

### DIRECTOR + COMMITTEE SUPPORT(35%)

- Prepare and assist directors in donor meetings, prep calls, strategy meetings, and debrief calls by helping set and distribute agendas, taking notes, and ensuring feedback is incorporated into future processes.
- Research prospective grants, sponsorships, and fundraising partnerships, based on leads provided by the Executive Director and Development Director
- Conducts and provides prospect identification and research; prepares lists for prospect screenings; records screening information and disseminates in formats that can be used by Conservancy leaders.
- Liaison with the Capital and Development Committee for meetings, agendas, projects, and priorities.
- Records, manages, and distributes action items/next steps to related staff and committee members.
- With Development Director, provides preparatory support to staff and committee members for solicitations, including briefings, talking points, solicitation material, proposals, decks, and campaign correspondence.
- Updates and maintains related campaign reports including the campaign progress report, cash flow, gift pyramid and naming opportunities
- Updates and maintains all campaign prospect lists and related pipelines; accurately records prospect strategies in detail

### COMMUNICATIONS SUPPORT (20%)

- Oversees monthly Newsletter and dedicated email distribution, including content creation and theme/topic generation, liaising with Development Director and communications contractor.

- Monitors general Conservancy email addresses and communications forms, directing or responding to as necessary.
- Assists with the website to proactively ensure general organization and development areas are up to date, making small edits as requested, and coordinating larger efforts with communications contractor.

#### OFFICE + EXECUTIVE SUPPORT (10%)

- Provides administrative support to the Executive Director and other Directors as needed.
- Processes all office mail – including opening and directing as necessary.
- Prepares checks received for deposit as directed by financial controls.
- Assists with organization bookkeeping efforts as requested.
- Assists with Board Meetings, including reservations, tracking RSVPs and attendance, and bringing supplies.

#### QUALIFICATIONS AND COMPETENCIES

- Ability to work independently while managing multiple tasks to meet overlapping deadlines.
- Demonstrated desire work collaboratively as a part of a team and maintain positive interpersonal relationships in a small, intimate working environment.
- Meticulous attention to detail and expert time-management skills paired with a strong work ethic, and positive attitude.
- Bachelor’s degree or equivalent experience.
- 2-3 years of experience in nonprofit development or similar roles.
- Strong writing and editing skills.
- Proactive customer service orientation, relationship-building skills, and flexibility.
- Ability to communicate professionally and effectively with donors, sponsors, external partners, and staff as a positive, responsive representative of the Conservancy.
- Ability to manage confidential and sensitive information.
- Project management skills, including planning, scheduling, communication, and an eye for detail.
- Extensive experience using Microsoft Office Suite and online technologies.

#### COMPENSATION

Annual salary range of \$59,000 to \$65,000, based on experience, paid twice per month. Eligible for all benefits available to full-time CCC employees, including medical, dental, vision, life, parking/transportation stipend, and Flexible PTO.

In addition to the above benefits, Civic Center Conservancy is a Qualified Employer under the federal Public Service Loan Forgiveness Program (<https://studentaid.gov/pslf/>). The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer.

#### PROFESSIONAL DEVELOPMENT

The Conservancy believes in the professional development of each team member and has a budget for each to participate in professional development and community networking opportunities.

## TO APPLY

Qualified and interested candidates should submit a cover letter and resume with the subject line “CCC Development Coordinator” to Sara Leitch, Development Director, at [people@civiccenterconservancy.org](mailto:people@civiccenterconservancy.org). Please share your connection to parks or public spaces in your cover letter.

The Civic Center Conservancy encourages all qualified candidates to apply. The Civic Center Conservancy is an equal-opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

This position will work in-person at the Conservancy offices in Denver's Capitol Hill neighborhood, with some flexibility to work remotely on a regular, predetermined basis as the job duties allow. Remote work capability will not begin until after at least three months in the role.

**Application Deadline: November 6, 2024.** We will keep applications open until a suitable candidate is found.

## ABOUT CIVIC CENTER CONSERVANCY

Civic Center Conservancy is dedicated to keeping Denver's Civic Center Park active and thriving for all. As an independent nonprofit, the Conservancy engages individuals, businesses, and community groups as champions for this essential public space.

Civic Center Conservancy's work benefits the park, the people who use the park, and the future of the park.

**For the Park:** The Conservancy supports the Park's upkeep by raising funds to restore its historical structures, enhance its natural spaces & advocate for investment in this essential public space. We do this in partnership with the City through a public-private partnership.

**For the People:** The Conservancy serves as the Park's community builder, activating the space & providing opportunities for engagement year-round. Events & programs like Civic Center EATS ensure those who visit the park connect with the spirit of the City & become part of its legacy. The Conservancy also engages small businesses, neighboring cultural institutions, arts organizations & other local groups in bringing diverse voices & audiences to the park.

**For the Future:** Spaces like Civic Center Park require a caretaker who is connected to the people who use the park, advocates for improvements & transforms the space to meet the needs of anyone who gathers there today & long into the future.