



## **Career Opportunity: Development Coordinator**

### **About the Buddy Program**

Join our team!

For 50 years, the Buddy Program has been serving youth in the Roaring Fork Valley community. We operate four programs, including one-on-one mentoring and group/experiential mentoring, known as our LEAD (Leadership through Exploration, Action, and Discovery Program). Mentor/mentee pairs in our Community Program stay together for 3.5 years, nearly twice that of national mentoring programs. Program evaluations demonstrate the Buddy Program has helped our Little Buddies in areas of self-esteem, decision-making, academics and relationships with friends and family. The Buddy Program works with 400-450 youth and their families each year and an additional 135+ adult volunteers and continues to grow to meet the large need in our local community. The Buddy Program is a registered 501(c)(3) not-for-profit organization. In its 50th year, the Buddy Program is expanding programming to Glenwood Springs, offering all four mentoring programs by Fall 2023. The organization is working on building relationships, partnerships, and opportunities for the entire Roaring Fork community.

**Vision:** We envision a thriving community in which all members are supported and connected through meaningful relationships and experiences to achieve success.

**Mission:** The Buddy Program empowers youth through mentoring experiences to achieve their full potential.

**Commitment to Social Justice, Diversity and Inclusion:** We value, celebrate, and consciously cultivate diversity as we strive to achieve equity through the power of mentoring.

**Values:** Kindness, inclusion, discovery, connection, empowerment

### **Working Relationships:**

- Reports to Development Director
- Works closely with the Events Manager, Marketing Manager and Community Relations Manager, Grants and Data Manager, Executive Director
- On-going, constructive, and open collaboration between all Buddy Program staff is essential to our team to ensure a consistent, quality-run program.

### **Responsibilities include:**

This position is responsible for assuring timely donor and potential donor communications, general organization and support of the Development and Marketing functions of the Buddy Program.

#### *General Support*

- Oversees and maintains the CRM donor database and all donor records
- Maintains and utilizes the database for fundraising, strategic planning, annual appeals, campaigns, social fundraising, event registrations, internal and external reports

- Builds and shares out reporting from CRM donor database
- Enters all donations into database and executes prompt acknowledgements of donations
- Keeps all tax acknowledgement letters up to date
- Researches donor prospects and maintains a donor prospect list
- Participates in any and all fundraising campaigns
- Tracks and collects pledge forms, payment schedules, and payments
- Oversees incoming and outgoing donor mail
- Works closely with the Bookkeeper and Business Manager to reconcile donor databases and Quickbooks
- Supports planning and implementation of all solicitor mailings including but not limited to Annual Appeal Campaign
- Support Grants and Data Manager as needed
- Attend weekly Development and Marketing meetings and take meeting notes
- Provide excellent customer service to assist donors with their accounts and donations
- Manages a portfolio of donors who give under \$1,000

#### *Event Support*

- Supports patron communication and ticket and table sales for all events
- Coordinate and train check-in volunteers and manage on-site event support for donor check-in and check-out with support from Events Manager
- Manages event data systems including
  - Event registration and communications to registered attendees
  - Manage guest lists and track payments
  - Online ticket and table sales
  - Field calls from donors and other constituents, including RSVPs for events, asking for meal and seating preferences

#### *Board Of Directors and Leadership Development Board Support*

- Supports work with Board of Directors including:
  - Assembling annual Board Binders
  - Tracking board term completion dates
- Coordinates Board and Leadership Development Meetings by communicating polls for finding the best times to meet, arranging and booking meeting space, setting up meeting space and food and beverage as well as taking minutes at all meetings

#### *Marketing Support*

- Assist in maintaining website

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

#### **Skills and Life Experience:**

- Passionate about the mission of the Buddy Program
- Bachelor's degree or 1-5 years of relevant professional experience in non-profit, fundraising, and/or events preferred
- Advanced interpersonal and communication skills

- Ability to maintain donor and client confidentiality
- Strong organizational skills, excellent attention to detail, efficiency, and ability to meet deadlines
- Ability to remain compassionate and empathetic towards donors, families, youth, and volunteers
- Comfortable and literate in technology, including cloud-based apps (Google platform) and database/CRM software
- Comfortable working both independently and collaboratively with a small, close-knit team, and thrive in a fast-paced, deadline driven environment
- Ability to act as ambassador for the Buddy Program at all times
- Flexibility with time and duties as they evolve
- Ability to work some nights and weekends

**Time and Compensation Details:** Full-time; 40 hours per week. Some nights and weekends required. This position is located in our Aspen office is a non-exempt position and includes some flexibility to work from home. Salary range is \$52,500-\$60,000. Benefits include paid vacation, sick leave, personal days, volunteer hours, retirement match, TRIAD EAP, full healthcare plan including dental and vision.

Send cover letter and resume to [careers@buddyprogram.org](mailto:careers@buddyprogram.org), Subject Line: "Development Coordinator". Deadline to apply is Tuesday, March 28, 2023.

*It is the policy of the Buddy Program to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level or any other characteristic protected by law. Under applicable laws, the Buddy Program employs only United States citizens and individuals who are authorized to work in the United States. The Buddy Program participates in E-Verify and will provide the federal government with employee's Form I-9 information to confirm that they are authorized to work in the U.S.*