



## Career Opportunity: Development Coordinator

Full-time; 40 hours per week. Some nights and weekends required. This position is located in our Aspen Office and is a non-exempt position.

### About the Buddy Program

Join our dynamic, professional, and fun team! We offer a competitive salary and benefits. We believe that a dynamic organization provides continual opportunity for growth and professional development and believe in supporting and investing in our employees.

For 45 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 over 4.6 years, more than twice that of national mentoring programs. Program evaluations demonstrate that 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 worked with 529 youth and their families in 2017 and an additional 134 adult volunteers and continues to grow to meet the large need in the Roaring Fork Valley. The Buddy Program is a registered 501 (c)(3) not-for-profit organization.

**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

### Educational Requirements:

- Bachelor's Degree or Vocational Training in related field
- Experience minimum of 2 years in a related field (non-profit, youth and family services, volunteer programs, marketing, administration, development) preferable

### Working Relationships:

- Reports to the Development Director. This position also receives support and direction from other team members, depending on the tasks at hand
- On-going, constructive, and open collaboration between all Buddy Program Staff is essential to our team to ensure high quality and consistency

## Job Description Summary

The Development **Coordinator** assists the Development Director and Executive Director in carrying out all fundraising appeals, events and other initiatives including but not limited to:

- Donor stewardship
  - Processes gifts as they come in(daily)
  - Creates and sends acknowledgement letters
  - Tracks gifts in database
  - Tracks and collects pledge payments
  - Tracks event attendance in database
  - Works closely with the Bookkeeper and Business Manager to reconcile DonorPro, QuickBooks and Greater Giving
  - Supports Development Director and Executive Director with donor management and lists as needed
  
- Fundraising
  - Plans and implements the mailing of all appeals
  - Supports Development Director and Executive Director with major donor asks
  - Assists in sponsorship asks and tracking
  - Spearheads promoting Colorado Gives Day
  
- Grant writing
  - Tracks deadlines for grant applications, reports and who is responsible for writing them
  - Writes grants and assists other program staff in writing grants
  - Writes follow up grant reports
  - Researches new grantmaking opportunities for the organization to apply for
  
- Bash for the Buddies and Boogie's Buddy Race
  - Manages table and ticket sales
  - Manages seating assignments
  - Manages check-in and out
  - Coordinates volunteers to help with check-in and out
  - Works closely with the Silent Auction Coordinator, Silent Auction Volunteers and Development Intern to ensure items are correctly entered in Greater Giving
  - Oversees payment collection before, during and after the Bash
  - Manages all thank you letters and follow-up with Bash patrons
  - Manages Race and Bash data entry
  - Works closely with Bookkeeper to reconcile Greater Giving, QuickBooks and Donor Pro
  - Assists in creating marketing and collateral production for events
  - Attend and assist where needed during Boogie's Buddy Race on the morning of July 4
  
- Gingerbread House Workshop
  - Works with hosts to coordinate supplies, set up and take down of events
  - Supports Development Director and Executive Director in fundraising efforts for this event
  - Manages all thank you letters and follow-up with Gingerbread House Workshop donors

- Board
  - Creates and distributes Board Binders each year
  - Runs board member background checks
  - Coordinates Board Meetings: arranges board meetings with board members, books meeting space, sets up meeting space and arranges lunch

**Specific skills for this position:**

- Passionate about the mission of the Buddy Program
- Strong organizational skills, excellent attention to detail, efficiency, and ability to meet deadlines
- Strong computer skills: Microsoft Office and experience using a database (DonorPro or equivalent preferred)
- Strong writing skills: ability to draft professional, high quality grants, letters, proof proposals, etc.
- Ability to prioritize work in accordance with Buddy Program goals and priorities
- Advanced interpersonal and communication skills
- Flexible with time and duties as they evolve
- Strong team player with ability to handle receiving task assignments and oversight from multiple individuals
- Have a “whatever it takes” attitude
- Ability to remain compassionate and empathetic towards donors, families, youth, and volunteers
- Professional in daily habits, both in and out of the office. Ability to act as a good-will ambassador of the Buddy Program
- Ability to maintain donor and client confidentiality

To Apply: Please send cover letter and resume to [jobs@buddyprogram.org](mailto:jobs@buddyprogram.org) with “Development Coordinator” in the subject line by **Wednesday, January 16**.