



Job Title	Development & Communications Associate
Classification	Hourly, non-exempt
Supervisor	Executive Director
Location	Loveland, CO
Summary	The Development & Communications Associate is responsible for supporting the Executive Director in standardizing and implementing development activities bringing crucial resources to the organization's strategic objectives, with the ultimate goal of increasing and retaining individual donors and corporate sponsors, and increasing overall total donations to meet budgetary goals. This includes duties in three areas: Donor Relations & Stewardship, Fundraising Campaigns, and Communications, Marketing and Messaging.
Job Duties and Responsibilities	<p>Donor Relations & Stewardship</p> <ul style="list-style-type: none"> ➤ Work with Executive Director to further develop, formalize and execute donor stewardship plans. <ul style="list-style-type: none"> ○ Educate staff and Board on roles/responsibilities to help execute plan. ○ Coordinate stewardship activities with responsible parties, including Board of Directors, Executive Director and other staff. ○ Pull applicable donor reports for planning and scheduling specific activities. ○ Coordinate communications strategy specific to donors' area of impact, i.e. cars, scholarships, childcare, housing, mental health, Cool Kids, Boundless, etc. ➤ Utilize donor database and reports for donor analysis and to create contact lists for communications. <ul style="list-style-type: none"> ○ In collaboration with Associate Director, ensure overall integrity of donor data within Salesforce database: including donor personal information and preferences, gifts and designations, and support for events. ○ Document key conversations and stewardship activities in donor database. ○ Track fundraising-related metrics according to established objectives. ○ Prepare donor reports as needed for Executive Director or Executive Director's designees. ○ Provide research support as requested to solicit and qualify prospects. ➤ Work with Executive Director to develop strategies and plans to engage targeted donors. ➤ Provide staff leadership to the Board's Donor Relations Committee (DRC) including preparing for and attending each DRC meeting; taking meeting minutes; maintaining regular contact with DRC Chair; executing action items. ➤ Support event team in execution of annual Donor and Volunteer Appreciation Party. ➤ Participate in continuing education and networking opportunities to stay abreast of local and national trends and resources related to donor cultivation and stewardship, with the goal of enhancing the ways that Project Self-Sufficiency strengthens relationships with donors. <p>Fundraising Campaign Execution</p> <ul style="list-style-type: none"> ➤ In conjunction with Executive Director, staff, and Board of Directors, manage various components of fundraising, including the following annual campaigns: <ul style="list-style-type: none"> ○ Right Size Giving Business Sponsorships - Work with Executive Director and Board's Donor Relations Committee to acquire corporate sponsors. Execute Right Size Giving benefits. ○ Direct mail campaigns - Create and oversee mailing of donor appeal letters twice each year. ○ Colorado Gives Day – Coordinate Board match and execute marketing campaign. ○ Annual SelfPower Luncheon Fundraising event - Invite attendees, recruit table hosts, interface with event planner to ensure successful event execution. ➤ Work with Executive Director and other staff as needed to launch and promote specific campaigns related to events and/ or specific appeals: <ul style="list-style-type: none"> ○ Program appeals – Housing, Transportation Fund, Cars, Holiday Family Sponsorships, Scholarships, etc. ○ Endowment

	<ul style="list-style-type: none"> ○ Planned Giving <p>Communications, Marketing & Messaging</p> <ul style="list-style-type: none"> ➤ Collaborate with Executive Director to develop and implement communications and marketing efforts, integrating fundraising and stewardship plans, as established in strategic and/ or annual plans. ➤ Create and/ or coordinate development and distribution of organizational communications such as Social Media strategies, Newsletters, Annual Report, event-related materials, thank-you letter content, press releases, donor acknowledgement pieces, online calendar listings, and related communications. ➤ Create website content: testimonials, sponsors and featured partners. ➤ Assist in development of compelling impact stories for multiple uses. Includes writing testimonial stories or video creation from Program Graduates and/ or recipients of designated donations, i.e. cars, scholarships, childcare, etc. ➤ May serve as spokesperson for the organization at events, invited speaking engagements and/ or in the absence of the Executive Director. <p>Other duties, as assigned</p>
Qualifications	<p>Education and Experience</p> <ul style="list-style-type: none"> ➤ Bachelor’s degree from an accredited college or university. ➤ 1-3 years of related professional work experience with demonstrated success in development, donor acquisition and donor stewardship. ➤ Experience with creating strategy and content on marketing and social media platforms such as Constant Contact, Facebook, Instagram, Twitter and LinkedIn. ➤ Ability to use data for fundraising analysis in support of data-driven decisions. <p>Minimum Qualifications</p> <ul style="list-style-type: none"> ➤ Support and belief in Project Self-Sufficiency’s Mission, Vision, Values and culture. ➤ Excellent project management and organizational skills with ability to effectively and efficiently manage the details, administrative tasks, projects and competing priorities required by this position. ➤ Have an aptitude for and ability to effectively utilize technology tools and services that allow our team to operate in a highly efficient and effective environment. ➤ Advanced software skills including proficiency in MS Office: Word, Excel, PowerPoint, and databases. ➤ Excellent verbal, written communication and presentation skills: in person, online and via phone. Must be able and willing to interface with vendors, donors, and the community to promote the organization’s mission through events, presentations. ➤ High level of professional integrity. ➤ Ability to work evenings and weekends as needed. ➤ Driver’s license and ability to travel frequently to various meeting and event locations. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> ➤ Working knowledge of InDesign software. ➤ Familiarity with Larimer County organizations, corporations and donors. ➤ Competency in effectively leading volunteers.
Additional Information	<p>This is a 40-hour per week position in the Loveland office with occasional evening and weekend work due to special events, outreach and speaking engagements. Hourly, nonexempt position with a wage range of \$16.00 - \$19.00 per hour. Benefits package includes 401(K) match, health, dental and vision insurance, Life and Disability Insurance, pro-rated PTO and 10 paid holidays per year. May be asked to participate in Board Meetings and on specific task force groups.</p>

For more details on Project Self-Sufficiency, please go to www.bringthepower.org

Project Self-Sufficiency is an equal opportunity employer and does not discriminate against individuals on the basis of race, ethnicity, religion, gender, gender identity, gender expression, sexual orientation, national origin, military or veteran status, age, physical or other disabilities, or any other characteristics protected under federal, state, or local law.