



Position Announcement Development Coordinator

Since 1990, the “I Have A Dream” Foundation of Boulder County (“I Have A Dream”) has helped over 1,000 children from low-income areas achieve their education and career goals by providing long-term personal and academic support, tutoring, mentoring and four-year tuition-assistance scholarships to each graduating student. Currently, there are 12 “I Have A Dream” cohorts in Boulder County, in Boulder, Longmont, Lafayette and Carbon Valley. “I Have A Dream” has 32 staff members, 41 Notre Dame AmeriCorps members and an annual budget of \$4,083,000. The “I Have A Dream” program follows the national model established in New York in 1981 by founder, Eugene Lang. Since then, 200 programs nationwide have served more than 17,000 students. For more information go to www.ihaveadreamboulder.org

Position Summary: The Development Coordinator is an entry-level member of IHDF’s fast-paced, hard-working Development team and is responsible for supporting all fundraising and communications functions of the department. Given that “I Have A Dream” does not charge tuition or fees for any of its services, all expenses are covered entirely by philanthropic support and community partnerships, and so maintaining relationships with those entities is of great importance.

The Development Coordinator is responsible for supporting the needs of the Development Department in tracking and managing donations, holding stewardship/cultivation events, and communicating with our community. This position also holds major responsibility for our annual Holiday Dreams program, a gift-giving initiative where community members donate holiday gifts to our program participants.

Reports to: Director of Development and Communications, while collaborating closely with Development and Volunteer Department staff.

Essential functions: Major responsibilities include, but are not limited to:

- Coordinate administrative aspects of Development and Communications Department activities
 - Includes but is not limited to data entry, help with mailings, research, coordination with vendors, communication with donors, meeting scheduling, and note-taking.
- Assist with maintaining a robust and comprehensive database of our supporters and their interactions with us (Salesforce NPSP) through accurate and timely data entry and management.
- Assist the Development Team with donor cultivation and communication.
- Assist the Development Team with event planning logistics and execution.

- Annual events include our signature Dream-Maker Luncheon and Breakfast, a golf tournament, a cork pull, a donor appreciation event, and periodic program tours and other events as scheduled
- In particular, take on our third-party special events and assist with graduation and dedication events
- Assist the Development Team with producing printed materials, including graphics, including online and direct mail campaigns and the Annual Report.
- Assist the Development Team with the daily logistical tasks of the department, including but not limited to filing, errands (for example to receive in-kind donations or supporter banners for events), materials organizing, and creation/assembly of information packets/welcome packets for prospective or current supporters.
- Under the direction of the Director of Development and Communications, lead the organization's social media presence on Facebook, Instagram, and Twitter. This includes creating and scheduling posts, developing campaigns that coordinate with other Department activities, and corresponding with members of the community who may reach out via social media channels.
- Plan and implement the Holiday Dreams gift program which serves 600 "I Have A Dream" Foundation families. This includes facilitating program site gift requests, coordinating volunteers for gift drop off, locating sites for gift drop off, sending RSVPs to donors and completing project closure.
- Other duties as assigned.

Selection Criteria and Required Qualifications:

- Qualified candidates will have a deep commitment and passion for improving the opportunities available for economically disadvantaged children to succeed academically and personally, with a commitment to equity and inclusivity.
- College degree and/or equivalent work experience in education, business, English, publishing, human services, or communications is required. Prior experience in a fundraising department is not required but would be preferred.
- Candidate must possess highly-developed oral and written communication skills.
- A spirit of customer service is required.
- Strong writing skills required with strong knowledge of English grammar and exceptional attention to detail in matters of grammar, spelling, and punctuation.
- Must have unusually acute attention to detail; be able to read, comprehend, and follow instructions; and be able to effectively manage time.
- Individual also must demonstrate exceptional organizational skills and computer competency, including knowledge of G-suite and MS Office.
- Experience with some form of database software preferred (Salesforce a plus).
- Experience with graphic design.
- Experience with social media and website design and/or maintenance, including metrics.
- Experience with email marketing platforms (e.g., Adobe, Constant Contact).
- Applicants should be able to thrive in a fast-paced environment, handle multiple tasks, work on projects independently and with a team, and meet tight and shifting deadlines.
- Have strong passion for the work and vision of "I Have A Dream," and in upholding IHDF's internal values.

Physical Requirements necessary to perform this job:

- Need to be able to work at a computer for long periods of time.
- Some evenings, weekends and local travel required. Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Ability to lift and carry 25 lbs.

Compensation: This is a full-time exempt position. The salary range for this position is \$32,500-\$36,500, depending on experience. Excellent benefits including health, dental, life & disability, 403b retirement plan, 10 days sick leave, 15 days vacation leave, and 11 paid holidays.

Application Process:

Using "Development Coordinator" in the subject line please email your cover letter and resume to hr@ihaveadreamboulder.org. Applications will be reviewed until the position is filled.

An Equal Opportunity Employer, committed to diversity.