



Job Title: Development Coordinator
Department: Executive
Reports To: Aspire Executive Director
Position Classification: E02
Approved Date: May 24th, 2016

Position Summary:

Reporting to the Aspire Executive Director, the Development Coordinator will spearhead efforts to increase donations, fundraising efforts, and marketing for Aspire. This position is responsible for managing activities related to the analysis, planning, execution, control and evaluation of fundraising and marketing in the community (includes businesses and individuals). This position promotes knowledge and awareness of Aspire and cultivates donors to raise funds and support residents living in affordable housing properties managed by Loveland Housing Authority. The Development Coordinator collaborates with the Executive Director and Fundraising Committee for all fundraising programs, including public relations activities.

Essential Job Duties and Responsibilities:

The key responsibilities of this position are to successfully increase annual giving and agency recognition within the community.

Marketing –

- Make public appearances/accept speaking engagements to educate and promote information about Aspire
- Write, develop, and strategize online content production and scheduling
- Create and distribute Aspire marketing materials

Events & Fundraising –

- Establish and maintain strong community networks
- Manage all donor, corporate and fundraising events
- Direct our signature fundraising events, the Kite Festival
- Oversee and provide analysis for events – lead discussion for modification/change to current structure as needed
- Generate and recruit new individual, faith and corporate donors and sponsors
- Communicate with, appreciate, and connect with existing individual donors to increase giving
- Direct the annual fund program, including mailings, the annual fundraising drives, and Colorado Gives Day

Strategy & Planning-

- In cooperation with the Executive Director, lead the development of any long-term strategy to achieve agreed long-term organizational goals
- Identify new potential income streams and produce strategies to access these funds
- Develop new strategies, systems, and ideas for optimal organization and departmental excellence
- Grow a major gifts program and/or planned giving campaign including identification, cultivation, and solicitation of major donors.
- Produce cost-effective budgets and schedules to achieve action plans
- Develop and maintain income and expenditure tracking

Database Administration –

- Enter donor data accurately and consistently into Salsa CRM
- Conduct quarterly database maintenance to ensure accuracy (merge duplicates, update information, etc.)
- Ensure agency compliance with post office regulations

- Export data to create invitation and solicitation lists and work with fundraising team to identify solicitation parameters
- Management of donor thank you process including complex mail merges, proofreading, and printing envelopes
- Work with vendor to troubleshoot and resolve database issues
- Identify and implement processes and improvements to ensure the integrity of the database, including troubleshooting/identifying inconsistencies and making corrections

Attend monthly staff meetings, organizational trainings, etc. Perform other related duties as assigned by Executive Director.

Supervisory Duties:

This position does not have any direct reports but may assist in leading interns and volunteers.

Knowledge, Skills, and Abilities:

Proficiency with Microsoft Office products and CRM’s
 Strong analytical and organizational skills
 Ability to manage multiple tasks
 Excellent verbal and written communication skills

Organizational Competencies Required:

Teamwork	Responsiveness	Integrity	Innovation
Collaboration	Attention to detail	Active listening	Problem solving skills
Professionalism	Organizational skills	Trust	Positive attitude

Education and/or Experience Required/Preferred:

Preferred Bachelor’s degree in Business/Development or Marketing or related field plus 3 to 5 years’ experience in fundraising and donor development
 Nonprofit experience preferred
 Demonstrated capability to take a leadership role with non-profit agencies, volunteers, and staff while working with the diverse segments of our community
 Demonstrated ability to participate in collaborative activities
 Demonstrated high level of self-direction and orientation to achieve results.

Driver’s License and Background Check:

- Must possess and maintain a valid Colorado Driver’s License with acceptable driving record (no major violations within the past three years) and be insurable through Loveland Housing Authority insurance carriers.
- Acceptable criminal history and motor vehicle background check is required.

Working Environment:

Work is generally performed in an office environment, with the opportunity for a hybrid work environment, which may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending, and kneeling. Light physical effort may be required by moving and positioning objects up to forty pounds occasionally and/or ten pounds frequently. At times work is performed in the field, which may include navigating properties and inclement weather. Work is generally completed during normal office hours but will include some evenings and weekends.

This position description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this role.