

Hope Communities, Inc.
Job Description

Job Title: Development Specialist
Department: Development
Reports To: Director of Development
FLSA Status: Non-exempt

POSITION SUMMARY

The Development Specialist provides support to the development office, working cooperatively and collaboratively with the Director of Development and the CEO. The position furthers the fundraising efforts of the organization by supporting the Director with individual donations, grant writing and administration, event support with planning and implementation, database entries, and volunteer program coordination. The Specialist will engage with program staff to support the administration of grant program funds and reporting, and the property staff as related to volunteer projects. The position is full-time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the development office with fundraising functions of events, campaigns, and communications.
- Track all grant details, including deadlines for application and reporting; contact details, and expenditures to support the program team in monitoring funds spent on dedicated grant programs.
- Maintain files for typical documents needed for grant application, by fiscal year. This may include annual and monthly financials, board listings, strategic plan, official documentation regarding IRS and charitable status, lists of key staff, etc.
- For events, create sponsorship collateral; administer the event platform; develop emails about the event; update key websites on behalf of the organization (Colorado Gives, Guidestar, Candid, Charity Navigator), and work with the communications team to update Hope's website notices related to event promotion and registration.
- Work with the Director of Development on fundraising campaigns. Complete thank you letters for all donors; acknowledgement letters for grantors; and enter all revenue information in the donor database regularly. As a subset of that, maintain up-to-date records on board giving.
- Identify and help secure in-kind donations of goods and services.
- In relation to in-kind contributions of service, the Specialist will enlist volunteers for specific projects identified by staff; complete background checks for volunteers; act as a liaison between volunteers and the staff requiring in-kind support; and maintain a cordial and professional relationship with all volunteers who have given time and expertise to support the mission.
- Support donor stewardship activities, which in addition to correspondence could include a donor reception and VIP or special, curated dinners.

OTHER DUTIES AND RESPONSIBILITIES

- Participate in all-staff meetings as required.
- Support and engage in activities to further the mission, vision and strategic plan of the organization.
- Demonstrate the core values of the organization in all that is required in the position.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory requirements.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

- Experience of at least 2 years with general fundraising, grant-writing and/or event design and implementation
- Experience working with a broad spectrum of communication modalities, platforms and computer systems, including print, social media and video.
- Database experience, and fundraising database experience, preferred.
- Experience working with volunteers a plus.
- Excellent interpersonal and collaborative communication skills, both verbal and written.
- Ability to work in a busy office with many interruptions and calls, handling multiple issues.
- Exceptional organizational skills.
- Ability to work creatively and independently utilizing organizational and problem-solving skills.
- Must be able to read, write, speak and understand English.
 - Possess a valid Colorado driver's license; has a reliable and consistently available vehicle; and can regularly travel by way of interstate highway and primary and secondary roads in the Denver metro area.

EDUCATION and/or EXPERIENCE

Bachelor's degree, with a minimum of three years of related experience. Associate's degree, with at least five years' experience in Development or related field.

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to management, public groups, and/or boards of directors.

CERTIFICATES, LICENSES, REGISTRATIONS

None required

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to 30 pounds.

OTHER

- Equipment used, including but not limited to, all office equipment, computer, fax machine, calculator, copy machine, scanner, and telephone system.
- Access: Stairs or elevator.
- Travel: Occasional travel within the Denver metro area.

SALARY RANGE: \$48,000-\$58,000