



Title: Development Coordinator

Reporting to: Business Development Manager

Direct Reports: N/A

Works closely with: Development and Marketing Manager, Program Directors, CFO, COO, CEO

Salary Range: \$55,000 - \$60,000 (DOE)

Job Status: Full-time, year-round

Job Purpose: Assist Business Development Manager with all aspects of fundraising, including events, donor cultivation, sponsorships, and donor retention, by managing and optimizing Challenge Aspen database. Research, identify and execute writing of all grant proposals and reports.

Key Responsibilities and Accountabilities:

DATABASE MAINTENANCE

- Maintain and utilize the database for fundraising, strategic planning, annual appeals, campaigns, social fundraising, event registrations, internal and external reports
- Facilitate donor acknowledgments promptly to ensure that the donor experience of giving to Challenge Aspen and the Challenge Aspen Endowment Fund is satisfying and rewarding
- Work with accounting to properly record income and administer tax letters to donors and sponsors
- Support admin duties and documentation for the Challenge Aspen Endowment Fund
- Provide excellent customer service as needed to assist donors with their accounts and donations

EVENT SUPPORT

- Participate in strategic event planning exercises
- Manage event registration and communications to registered attendees
- Assist with event efforts, attendees, sponsors, and vendors as needed

GRANT WRITING

- Maintain grants calendar of all upcoming applications and reporting deadlines, including new application opportunities; keep relevant Challenge Aspen staff apprised of upcoming deadlines
- Complete and submit all grant applications and reports on time; ensure accuracy of information submitted

- Work with Challenge Aspen staff and other stakeholders to make sure that key deliverables are met
- Advise Challenge Aspen team on best practices for collecting and archiving data
- Contact grantors as needed to confirm eligibility or discuss available funding opportunities
- Maintain grant files

GENERAL

- Develop a solid understanding of Challenge Aspen's program offerings
- Create and send all Challenge Aspen official mailings
- Produce and send the monthly newsletter, seeking input from all department heads to inform content
- Other duties as assigned

Qualifications, Attributes & Key Success Factors:

- 2+ years with non-profit fundraising experience and grant writing
- Experience with fundraising and events
- Proficient in research for new grant opportunities
- Proven success in grant writing
- Successful implementation of a strategic plan and annual timeline for grant opportunities, events, projects, and campaigns
- Possess excellent writing and editing skills, as well as impeccable attention to detail
- Manage and be able to report on clear, measurable statistics for each project/event
- Willingness to work additional hours required around event planning and execution
- Possess efficient time management skills
- Maintain clear communication with the Business Development Manager and CEO
- Extremely organized, able to multi-task in a fast-paced environment, impeccable attention to detail
- Driven to produce positive outcomes for Challenge Aspen
- Continually prospect, locally and beyond, for new opportunities to extend CA's outreach
- Ability to adapt quickly and graciously to change
- Proficiency in Microsoft Office and experience with fundraising databases
- Experience with WordPress and Neon CRM a plus
- Act as an ambassador for Challenge Aspen with customer service as the #1 priority
- Passion for supporting a Mission-centric community in achieving philanthropic objectives
- Understanding of various disabilities and behaviors is a plus
- Maintain a sense of humor and remember the mission behind your hard work
- Adhere to the environment of L I G H T
 - Loyalty
 - Integrity
 - Generosity
 - Honesty
 - Trust

Physical and activity requirements involved:

- Daily
 - Operating office machinery
 - Remaining in a stationary position, often standing or sitting for prolonged periods
 - Repeating motions that may include the wrists, hands, and fingers
 - Communicating with others to exchange information
- Occasionally
 - Moving self in different positions to accomplish tasks in various environments, including tight and confined spaces
 - Moving about to accomplish tasks or moving from one work site to another
 - Operating company motor vehicles
 - Light moving includes moving objects up to 20 pounds

Email cover letter, resume, and references to bsandstrom@challengeaspen.org

Supervisor Approval: _____ Date: _____

HR Approval: _____ Date: _____