

Position Title: Executive & Donor Relations Associate
Department: Administration
Reports To: Director, Human Resources & Administration
FLSA/Status: Non-Exempt/Part Time (25 hours per week)
Job Grade: 5
Hiring Range: 25.75 to 26.44
Revised: July 2024

WHO WE ARE

Mi Casa Resource Center (Mi Casa) is committed to creating pathways to opportunity for low-income and underserved individuals. In 1976, seven mothers and one father living in West Denver founded what would become Mi Casa. First, Mi Casa offered job-training programs for women. In the mid 1980's, programming expanded to include bilingual business development services in order to nurture the entrepreneurial spirit of low-income, female, and minority community members. Mi Casa has now grown to deliver programs that advance economic self-sufficiency for the entire family. As one of Denver's largest and longest-standing Latino-led and serving organizations, we have earned community trust by providing culturally competent services grounded in community need.

Our Business and Career Pathways programs support economic growth. Career Pathways trains, supports, and connects low-income jobseekers to high-demand careers that meet their personal and professional needs. Business Pathways combines trainings, consulting, and wraparound services for underserved business owners and entrepreneurs at every stage. With Mi Casa's support, participants gain the education and skills needed to generate income, move up career ladders, and build wealth through business ownership.

WHY WORK AT MI CASA

- Be part of an organization and team culture that values employee input, makes data informed decisions, cares about the community, and has fun while we do it.
- Paid time off! Mi Casa offers three weeks of vacation time per year (accrued), two personal days, and our office is closed between Christmas and New Year's. Time is prorated for part-time employees based on the average number of hours scheduled per week.
- Amazing benefits such as major medical insurance, dental and vision insurance, and 403(b) matching programs. Mi Casa pays 100% of healthcare premiums.
- A stipend for professional development and a team that will support your growth.

POSITION SUMMARY

Mi Casa Resource Center is looking for a professional with strong administrative, clerical, and interpersonal skills to join our team as Executive and Donor Relations Associate. This is a 25 hour per week benefit eligible position with a typical schedule being 4 days per week at 6.25 hours a day or 5 days per week at 5 hours per day worked at the office.

This position supports the CEO with a broad range of administrative duties and serves as a liaison with the Board of Directors. These duties account for 50% of this role's responsibilities. In addition, this position will support the Development team in their efforts to effectively steward and cultivate donors. These duties account for 50% of this role's responsibilities. The individual in this position requires a high degree of initiative, attention to detail and discretion.

KEY RESPONSIBILITIES

CEO Support

- Schedules and coordinates meetings, monitors calendar conflicts, and conducts advance calendar planning.

Purpose Statement- *Advancing Economic Prosperity of the Latino Community*

Vision Statement- *Prosperidad Latina - Thriving Latinos*

- Informs CEO of calendar changes and meeting details; produces agendas, prepares meeting materials as needed, and orders food/beverages, where applicable.
- Builds and maintains strong working relationships with the CEO, board members, leadership team and key staff.
- Drafts correspondence and communication as needed for the CEO.
- Performs other general administrative functions.

Board of Directors Liaison

- Provides general administrative support to the Board of Directors.
- Creates and maintains the Board's annual calendar.
- Maintains the Board's policy governance manual.
- Attends and takes minutes at all Board meetings.
- Maintains the official Board records and tracks Board engagement.
- Prepares Board packets and organizes logistics for Board meetings.
- Coordinates the orientation process for new Board members.
- Conducts stewardship for Board relationships on behalf of the CEO.

Development

- Together with the Development Team and the CEO, develops annual stewardship plan, to include individual and corporate donors.
- Handles gift acknowledgments and personal thank you cards in collaboration with Development Team.
- Coordinates donor engagement events.
- Records gifts, gift acknowledgements, and events in the Raiser's Edge NXT system.
- Tracks donors' interactions in the Raiser's Edge NXT
- Works closely with the Finance Department to reconcile gifts.
- Develops and sends communications to donors and prospects through Raiser's Edge NXT system.
- Manages donor lists and constituent cleanup in Raiser's Edge NXT.
- Participates in Development Team meetings.
- Supports execution of annual Development events.
- Supports execution of Colorado Gives Day, including board of directors' engagement, asks, and stewardship.

Other

- Contributes to team effort by attending staff meetings and team meetings.
- Performs related duties as assigned within scope of practice.

QUALIFICATIONS

- 2 years of professional experience providing executive-level administrative support or an equivalent combination of education and experience.
- Experience working with a Board of Directors and understanding of governance structure and processes.
- Demonstrated ability and experience in handling confidential information.
- Demonstrate poise, tact, and diplomacy, and be able to interact successfully with Board of Directors, staff, donors, and key stakeholders.
- Bilingual in English/Spanish is preferred.
- Ability to be flexible and work evening and weekends to meet the needs of the organization.
- Background check is required along with valid driver's license and motor vehicle information.

KEY COMPETENCIES

- Computer literate and tech-savvy including strong knowledge and experience utilizing MS Office products.

- Professional verbal and written communication skills and the ability to effectively communicate with others.
- Experience with meeting planning preferred.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Comfortable working in a dynamic environment and managing up, all while remaining grounded in day-to-day responsibilities.

We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Mi Casa Resource Center is an equal opportunity employer.

Interested individuals should email a cover letter and resume to jobs@MiCasaResourceCenter.org by October 11, 2024. Interviews may occur as qualified candidates apply.