

Position Title: Development Coordinator
Department: Development
Reports To: Assistant Director, Development
FLSA/ Status: Non-exempt/ Full Time
Job Grade: 5
Hiring Range: \$52,000 to \$56,000 per year
Created: November 2024

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways of opportunity for low-income and underserved individuals. For more than 45 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area's most respected organizations to provide economic and educational services to assist families on their path to achieve their economic goals and realize their dreams.

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 MCRC's support, participants gain the education and skills needed to generate income, move up career ladders, and build businesses.

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 doing it.
- Paid time off! MCRC offers three weeks of vacation time per year (accrued), two personal days, health days and 15 paid holidays including our year end closure from Christmas Eve to New Year's Day.
- Amazing benefits such as major medical insurance, dental and vision insurance, employer paid short term and long-term disability plans and a 403(b)-matching program. We pay 100% of medical premiums for employee coverage.
- A stipend for professional development and a team that will support your growth.
- Opportunities to participate in committees such as workplace culture and safety.
- Hybrid schedule that currently includes two days remote and three days in the office upon completing 90 days at the organization. However, as we are a direct service organization, it is important that we offer face-to-face services for the community we serve.

POSITION SUMMARY

Mi Casa Resource Center is seeking a professional with strong organizational skills, attention to detail, ability to handle confidential information and experience in administration, development or fundraising to join us as Development Coordinator.

The Development Coordinator provides administrative support for day-to-day needs of the Development Department and Chief Executive Officer (CEO). This position is responsible for data entry, donor stewardship, generating thank-you letters, setting appointments, supporting special events, answering donor questions and representing the organization at fundraising events as assigned. This position supports the CEO by managing the CEO's calendar, preparing CEO for meetings with donors, coordinating the board calendar and assisting with board management. This person will also ensure that donor information is tracked effectively in our donor database and quality control of donor data.

KEY RESPONSIBILITIES

CEO Support

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

- Coordinates all aspects of the donor acknowledgment process (execute weekly process, regularly update and amend thank-you templates, maintain/update policy and procedures, etc.)
- Prepare PowerPoint presentations on fundraising progress and related impacts, along with reports for internal meetings and external communications
- Work closely with marketing to write, edit, and assist with designing written communication pieces including newsletter articles, emails, thank-you letters, proposals, and impact reports
- Works closely with the Finance Department to reconcile gifts.
- Manages donor lists and constituent cleanup in Raiser's Edge NXT.
- Tracks fundraising progress through Raiser's Edge reporting
- Provides input and assistance to grant contractors in the submission of applications, reports, and budgets to MCRC funders including public entities, foundations, donor-advised funds, and corporations.
- Assist with special events, selection and setup location, caterers, menus.
- Works with the Assistant Director and grant contractor to maintain internal documentation in Raiser's Edge®.
- Works with the marketing team to develop fundraising collateral, like save-the-date notices, emails, invitations, and programs for events.
- Maintains confidential files and records, anticipates concerns and finds creative ways to perform the work assigned.
- Submits Denver Enterprise Zone reports and provides appropriate documentation to donors.

Other

- Contributes to team effort by attending staff meetings and serving on committees.
- Completes additional duties as assigned.

QUALIFICATIONS

- 2-4 years of professional experience in development, fundraising or an equivalent combination of education and experience.
- Experience working with a Board of Directors and understanding of governance structure and processes.
- Experience using Raisers Edge or similar fundraising software.
- Demonstrated ability and experience in handling confidential information.

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

Vision Statement- *Prosperidad Latina - Thriving Latinos*

- Demonstrate poise, tact, and diplomacy, and be able to interact successfully with Board of Directors, staff, donors, and key stakeholders.
- Proficient at using Microsoft Office software including Word, Excel, Publisher and PowerPoint required.
- Excellent communication and customer service skills.
- Bilingual in English/Spanish is preferred.
- Ability to be flexible and work evenings and weekends as needed to meet the needs of the organization.
- Background check is required along with valid driver's license and motor vehicle information.

KEY COMPETENCIES

- 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 and scheduling.
- 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 December 6, 2024. Interviews may occur as qualified candidates apply.