



Job Title: Development Coordinator

Status: Full-time, non-exempt

Reports To: Director of Philanthropy

About The Blue Bench

At The Blue Bench, our mission is to eliminate sexual assault and diminish the impact it has on individuals, their loved ones and our community through comprehensive issue advocacy, prevention, and care. Our hope is to one day live in a world where sexual assault no longer exists; where there are no more victims, friends and families suffering in its wake. This is what inspires our efforts. And until that day comes, our work is not complete. Inspired by the courage of one another – as survivors, activists, advocates and community leaders, The Blue Bench has helped hundreds of thousands of Denver-area individuals find the courage to move from victim to survivor.

Job Purpose

The Blue Bench seeks a detail-oriented development coordinator to join our development department. The development department is responsible for raising \$2M+ annually through individual and institutional contributions, corporate partnerships, fundraising events, and maintaining and strengthening the organization's relationships with its supporters and members. The coordinator is primarily responsible for managing the day-to-day operations of the development department, oversight of all aspects of the donor database, managing special events and event sponsors, and providing administrative support to the development department.

The ideal candidate is detail and system/process oriented, has an eye for accuracy, focused on providing superior customer service, and has the capacity to maintain elevated levels of integrity and confidentiality. The ideal candidate is also excited about special events and has experience managing event logistics. They bring a high level of emotional stamina and the ability to remain calm and focused, especially during surges of multiple priorities and demands. We believe these skills can be obtained through a variety of ways, both professionally and personally. If you see yourself in this role, please apply.

Essential Duties & Responsibilities

Operations (40%)

- Maintain database integrity, accuracy, and protocols, as well as protect donor confidentiality and enforce privacy policy. Create and maintain accurate and up-to-date database records for donors, prospects, and foundations.
- Process, record, track and report all gifts and prepare timely acknowledgement letters. Maintain electronic files of acknowledgement letters, scans of checks, and donor correspondence.
- Manage report generation and complete data analysis projects in support of overall development program goals. Facilitate data requests from the development staff.

Ending sexual assault through prevention & care

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- Research and compile actionable data on mid-level and major donors to assist in fundraising efforts.
- Coordinate with the communications and outreach manager to deploy online fundraising forms.
- Assist interested community members in launching third-party fundraising events. Support third-party fundraising events.
- Assist director in the implementation of fundraising campaigns.
- Assist donors in making gifts, starting recurring donation schedules, issuing refunds, updating bank and contact info and providing documentation for tax receipts and matching gifts.
- Coordinate charitable giving programs including workplace giving (e.g. United Way) and programs such as AmazonSmile and Cars Helping Charities.
- Assist staff across the organization with supply drives/donation of program supplies.
- Other development and programmatic duties as assigned.

Event Coordination (50%)

- Support the director with the coordination, planning, and execution of all major events.
- Assist the director in identifying and securing new corporate sponsors for events. Assist in managing the relationships with existing event sponsors.
- Support the communications manager in marketing and promotion for events.
- Ensure proper documentation, data collection and effective budget tracking.
- Support volunteer event committees for events and work with volunteer coordinator to secure event volunteers.

Life of the Organization (10%)

- Fully participate in organizational activities including staff meetings and learning times.

Job Qualifications, Knowledge, Skills, and Abilities

- Committed to advancing The Blue Bench's values, mission, goals and programs.
- Awareness of, and willingness to engage in, the difficult and transformative work of challenging systems of sexual violence.
- 1 or more years of experience in event coordination or similar professional experience.
- Experience with using a donor database, like Bloomerang, or the demonstrated ability to quickly learn new software.
- A strong, consistent attention to detail, an organized work style, and the ability to follow through on work assignments with a minimum of direct supervision.
- Strong customer service skills.
- Strong interpersonal skills, including an ability to navigate and resolve conflict in a manner that values and respects relationships.
- The ability to compose, edit, and proof correspondence and documents.
- Poised, optimistic, and diplomatic, with strong interpersonal skills and a sense of humor.
- Proficiency in database management including report generation and analysis, and proficient in the Microsoft Office Suite.
- Able to exercise sound judgment in maintaining confidentiality of donor information.



- The ability to work on several projects at various stages of completion.
- Flexibility to work non-traditional office hours, including the occasional night, weekend, and a willingness to travel.
- Commitment to race and other forms of equity, both internally in our organization and externally in the communities that we serve.

Compensation

This is a full-time non-exempt position, with an annualized salary range between \$40,500 - \$42,500. The rate of pay is negotiable based on experience and qualifications and may include a differential for those with fluency in a language in addition to English.

The Blue Bench is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, indigenous people, and LGBTQ candidates are strongly encouraged to apply.

Benefits

The Blue Bench offers a comprehensive benefit package including \$300 employer contribution towards fully-funded medical plans, paid base dental, paid life insurance and long-term disability, as well as vision, short-term, and supplemental coverage options. We also offer generous paid vacation and sick/wellness time, and paid holiday leave that includes an end of year break between Christmas and New Year's.

To apply, please submit a cover letter, resume, and three professional references to jobs@thebluebench.org and include "Development Coordinator" in the subject line.