



JOB ANNOUNCEMENT

Development Coordinator

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.

The Development Coordinator will assist in the execution of strategic fundraising and engagement efforts through special event planning and community-level engagement. They will work with the Director of Development and other key staff to understand the program needs and the resources necessary to meet these needs.

The successful candidate will bring passion, creativity and energy to their work, and an established record of securing major gifts from diverse sources. The Development Coordinator will be committed to helping to eliminate sexual assault and is comfortable engaging in conversation about this issue with the community.

Overview of Specific Responsibilities

Individual Giving and Community Engagement

- Assist in facilitating community-level engagement and fundraising efforts through social media, direct mail and other communication channels
- Research and compile actionable data on mid-level and major donors to assist in fundraising efforts
- Facilitate the collection of donor data and the deployment of online fundraising forms/tracking efforts
- In coordination with Director of Development, create, document, and implement a virtual third-party event process
- Support third-party community outreach and fundraising event efforts
- Assist in promoting The Blue Bench Campaign with corporate and community partners to secure sponsorships for the installation of blue benches at public locations
- Assist in developing a recurring donation effort
- Assist donors in refunds, updating bank and contact info and providing documentation for tax receipts and matching gifts

Special Events Coordination

- Coordinate planning, execution and follow-up for at least three (3) special fundraising events (in-person and virtual), under the supervision of the Director of Development

Ending sexual assault through prevention & care

www.thebluebench.org | P.O. Box 18951, Denver, CO 80218 | 303.329.9922 | info@thebluebench.org

Sexual Assault Hotline: 303.322.7273 | Línea de Sobre la Violencia Sexual: 303.329.0031

- Support the marketing and promotion for events
- Ensure proper documentation, data collection and effective budget tracking
- Support volunteer event committees for events

Other Development Activities

- 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
- Contribute to the maintenance and accuracy of the donor management system (Bloomerang)
- Other development and programmatic duties as assigned

Required Qualifications

- 2-4 years experience in fundraising for nonprofit organizations
- 2-4 years experience in event planning
- Bachelor's degree or higher in nonprofit management, marketing, business, communications or a related field
- Well organized and detail-oriented with ability to analyze information at the macro-level
- Experience building relationships with foundation, individual and corporate partners
- A positive and authentic approach to relationship building that is motivated by the organization's mission and a genuine investment in working to end sexual assault
- Demonstrated ability to execute successful events
- Self-starter with ability to initiate and produce high-quality work in a timely manner with minimum supervision
- Flexible, composed under tight deadlines, and able to work well both independently and as part of a team
- Proficiency with word processing, spreadsheet, database and presentation software
- Experience with Bloomerang and MobileCause software a plus

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.

**Please send resume, and salary requirements to Chase Whisenhunt,
cwhisenhunt@thebluebench.org**

Resumes received before November 25 will be given first consideration.