



3805 Marshall Street, Suite 100  
Wheat Ridge, CO 80033  
(P) 303.422.2133  
(F) 303.422.5707  
[www.thefamilytree.org](http://www.thefamilytree.org)

## **Development Coordinator**

### **Description**

In order to secure financial and in-kind support for Family Tree, the Development Coordinator will work with Gifts and Community Support team to help coordinate efforts of Director of Donor Relations, CDO and other team members to identify, cultivate, solicit and steward individual and corporate/civic/faith giving.

This is a full-time, non-exempt position with a hiring salary range of \$18.55 to \$23.18 per hour. This position is typically Monday-Friday 8:30-5:00 PM with some occasional evening and weekend hours for varied events. Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

### **Essential Duties/Responsibilities**

This position support efforts to execute on corporate, civic and faith fundraising plans in order to meet revenue goals. Helps support corporate social responsibility (CSR) strategies. Coordinates and organizes requests for information, donation and volunteer opportunities, and gift-in-kind drives. Collaborates with Family Tree team members to identify program needs. Help maintain in-kind giving tracking list. Makes deliveries of in-kind gifts to programs. Assists in maintaining individual and corporate donor communications including cultivation, stewardship and appreciation. Assist in management of events as it relates to corporate donors (e.g. sponsorship fulfillment, third party event coordination, securing auction items, etc). Represents Family Tree and share programs and services through public speaking and virtual engagement presentations. Represents Family Tree at fairs and donor engagement events, community meetings, and social events to expand donor base and increase visibility of Family Tree and the mission. Helps develop and provide updates to marketing, PR, event and appeal materials as they relate to corporate, civic and faith donors and prospects. Tracks donor engagement and activity in donor management system

### **Other Duties**

This position conducts prospect research and management, donor identification, solicitation, cultivation, and stewardship. Develops and maintain working knowledge of all Family Tree, Inc. programs and services. Supports and attend fundraising events. Attends meetings as required and requested.

### **Knowledge, Skills and Abilities**

Excellent interpersonal communication, writing and public speaking skills. Experience and knowledge of effective processes for donor identification, cultivation, solicitation and stewardship. Experience with Donor management program or Raiser's Edge experience. Proficiency with Microsoft Office including Outlook, Word, Excel and PowerPoint. Driver's license, auto insurance and automobile required. Ability to think on their feet and make decisions as necessary.

### **Education or Formal Training**

Undergraduate degree or comparable experience is preferred.

### **Working Environment**

This position works on a team and must be a team player, dependable, and willing to pitch in when needed. A positive, self-motivated attitude is helpful to this position. Some evenings and weekend hours may be required. This is a fast-paced work environment with competing duties and priorities.



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**Physical Activities**

This position requires the ability to operate a computer, telephone, copier, and other similar office equipment. Physical demands associated with essential functions include lifting approximately 20 pounds. This position requires the ability to travel to multiple locations for work. Ability to carry and transport items, setup a table and stand or sit in one location for periods of time are required.

Note: Job descriptions are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated.