



POSITION TITLE: Development Associate

SUPERVISOR: Executive Director

APPLY: Submit resume, cover letter and 3 references to ch@iamtheplan.org by February 16, 2018

POSITION SUMMARY

Help plan, organize, execute and monitor strategies and tactical portions of the Chanda Plan Foundation development activities, which include special events, grants and donors. This position has opportunity for growth and advancement with the Chanda Plan Foundation.

JOB DETAILS

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Special Events**
 - Assist with the planning, management, coordination and execution of events such as annual fundraisers and gratitude parties in addition to other development-related events
 - Coordinate and support the activities of volunteer leaders and vendors and work with event co-chairs to execute events
 - Work with vendors to prepare registration materials and manage registration check-in
 - Manage silent and live auction solicitation and management
 - Manage gala follow-up/closeout, including but not limited to creating receipts, thank you letters, conducting event surveys and coordinating final payments
- **Data Management**
 - Manage and maintain donor database, including:
 - Process and enter donations made to the Foundation using QuickBooks and Salesforce donor database system
 - Maintain donor records with accurate and current contact information
 - Track all progress with prospects and donors as well as funding progress toward goals
 - Produce daily, monthly, quarterly, and/or annually reports such as donor audit and accounts receivable audit
 - Produce queries, labels, and data files as needed
- **Gift Management**
 - Coordinate with Executive Director to process gifts and prepare acknowledgement letters and other correspondence
 - Produce and send pledge reminders and invoices monthly
 - Oversee procurement and usage of grant monies, in partnership with contract grant writer



- Produce monthly reports to update Director of Operations regarding cash flow predications around the receipt of gifts and grants
- **Annual Giving**
 - Coordinate production and mailing of campaigns and letters
 - Assist with creating development budgets and reviewing them quarterly with Executive Director, Director of Operations and finance committee
- **Stewardship and Communications**
 - Work with Executive Director to design and implement a disciplined and robust moves management program that includes a meaningful and effective stewardship component
 - Help design and support the management of development-related content and communiques (social media, newsletters, testimonials, email, print)
 - Provide tours to prospective or active donors
 - Assist with fielding email, phone, and mail inquires to the Chanda Plan Foundation regarding special events, grants and donations
 - Assist with fielding email, phone, and mail inquires to Executive Director regarding development
 - Scheduling development and donor engagement meetings for Executive Director
- **Grants**
 - Assist with grant proposal submission, in partnership with contract grant writer (providing content, editing content)
- **Provide support services for Development Committee**
 - Manage meeting calendars, including: sending meeting notices and materials, tracking RSVPs, making follow up phone calls and scheduling meetings

OTHER DUTIES/RESPONSIBILITIES

- Performs all other duties as required
- Maintains the environment of the area to promote and support healing, including maintenance of a clean and tidy office space
- Work cooperatively and collaboratively with Executive Director, Director of Operations, providers, volunteers, participants and other staff
- Confidence to communicate and to provide outreach to community resources, including external specialists and health care systems, which included other members of the health team as needed
- Furthers the mission of the organization through active support of the strategic goals.
- Special projects as assigned

WORK HOURS: Full-time. 40 Hours per week. 9:00 a.m. to 6:00 p.m. M – F. These hours include a 1-hour lunch break. It’s important that the schedule be consistent, so that Executive Director can access the Assistant Development Director during work hours for development assistance she may need while out in the field. *Some nights and weekends may be requested for special events, community outreach, donor tours, and other development activities; however, these dates will be communicated and agreed upon with prior notice.*



PERSONAL TIME OFF/BENEFITS: Employee you will be provided the following holidays off if they fall on a weekday: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after, the entire week of Christmas, and New Year's Eve. Additionally, after a 90-day orientation period, employee will receive 5 PTO days. Employee will also have other benefits such as short-term disability, long-term disability, and basic life insurance, and after one full year of employment, employee will be eligible for a retirement package. The Chanda Plan Foundation does not provide health insurance.

WORK PLACE: Onsite at the Chanda Center for Health (1630 Carr Street, Lakewood, CO 80214) along with travel off-site to meetings and events will be necessary.

QUALIFICATIONS AND SKILLS

- Degree: Bachelors
- Preferred: specialization in Social Work, Non-profit or Marketing
- Preferred: one year experience in professional work environment
- Preferred: experience working with physically disabled adults
- Excellent organizational and team leadership skills
- Ability to take initiative and use critical thinking to solve problems independently
- Excellent verbal and written communication skills and can easily build rapport
- Ability to work in an interdisciplinary collaborative team
- Exhibits enthusiasm, courtesy, adaptability, flexibility and spirit of cooperation in the work environment. Maintains professional standards.
- Commitment to improving the lives of others

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

- Periods of sitting
- Close proximity to computer terminal
- Functional physical demands include manual dexterity, fine motor skills and reaching. The following senses will be needed for essential duties of the job: speech and hearing
- Fast-paced, challenging and active work environment
- Back-up assistance to providers with transfers of participants. Must be able to lift 50lbs
- Assist participants and executive director with personal needs if requested (i.e. prep food, empty urine bag, etc.)

*** There is an expectation that you will observe all Chanda Plan Foundation values, the Code of Ethics, and that you will embrace the philosophy and mission for patient centered care. In an effort to promote teamwork, your job responsibilities are flexible and may include more or less than is shown here.*