Do you:
- Support building an anti-hunger movement in Colorado?
- Enjoy building relationships with volunteers and community members?
- Gain excitement from planning and executing outreach and appreciation events?
- Enjoy working as part of a team?
- Approach your work with a racial equity lens?

Metro Caring works with our community to meet people’s immediate need for nutritious food while building a movement to sustainably address the root causes of hunger. Metro Caring is a leader and model for food sovereignty and anti-hunger work for Denver and the nation. We believe access to nutritious food is a right, not a privilege. Using a multifaceted approach, Metro Caring is innovative in solving problems related to hunger, with programming offered in Healthy Foods Access, Nutrition Education, and Community Activation.

Metro Caring’s Development and Communications department seeks a new team member who is highly organized, with experience in collaborating across multiple teams and audiences, to support the next evolution in our fundraising and marketing work. Our Development Coordinator will provide support for and streamline processes across the entire team and revenue streams. The Development Coordinator will contribute to Metro Caring’s mission by providing timely, efficient, and personalized communications for all Metro Caring stakeholders that is in line with our values and the team’s focus on community centered fundraising and equity.

REQUIRED QUALIFICATIONS/SKILLS/ABILITIES
- Excellent written and oral communication
- Demonstrated ability to maintain confidential information with discretion
- Proactive, self-motivated and highly accountable with excellent follow-through skills
- Ability to deliver results in a fast-paced, collaborative, team culture
- Flexible, with the capacity to work under tight deadlines with strong attention to detail
- Self-aware and able to dig into systems, roles, and experiences to learn and thus grow personally and professionally within an IDEA framework (Inclusivity, Diversity, Equity and Access)
- Adaptable with the ability to adjust in a changing work environment and grow with an expanding organization
- Embodies Metro Caring’s core values to pursue equity, champion the mission, rise together, find the joy, think outside the box, be brave, and own it
- Highly proficient in Excel and Salesforce or comparable database management software and other online tools such as Canva, FormAssembly, Classy, MailerLite, Microsoft Products
- Understanding of professional culture and norms
- Warm and welcoming demeanor to all

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don’t meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role. Prior development experience is not a requirement for this role. We are seeking candidates with previous development experience or transferable experiences that demonstrate critical skills for this role.

To apply, please submit a resume and cover letter to job@metrocaring.org with “Development Coordinator” in the subject line, and title your documents “First Name_Last Name_DC_Resume” and “First Name_Last Name_DC_Cover Letter.” Please use your cover letter to communicate why you are excited to work to help build an anti-hunger movement in Colorado, highlight any experience you have working in fundraising, and highlight any of the above skills, abilities, and experience above that you have. This position will be filled on an ongoing basis. Applications will be
accepted until the position is filled; however, priority will be given to those applicants who submit their materials before 5:00 PM MT on October 31, 2023.

Incomplete applications will not be considered.

POSITION TITLE: Development Coordinator
REPORTING TO: Development Manager
LOCATION: The Metro Caring office is located at 1100 E 18th Ave, Denver, CO 80218. Onboarding and training will take place at the office. This position will be expected to work from our office three or more days per week unless public health and safety guidelines dictate otherwise.
STARTING DATE: To be negotiated. We are committed to finding the right addition to our amazing team.
COMPENSATION: $24.04-26.92: per hour, full time, nonexempt annual salary. Metro Caring offers a fulfilling workplace and comprehensive benefits package, including: joining a diverse, passionate, enthusiastic and collaborative team; annual professional development options, 120 hours per year of paid time off; paid sick leave; paid holidays; 401K retirement plan with a 5 percent employer-paid match; and competitive employee health, dental, short-term disability and family leave plans.

The Development Coordinator duties include:

DEVELOPMENT TEAM SUPPORT

- Maintain team portfolios of existing and prospective donors/funders and assign calls in Salesforce
- Ensure team tasks are properly prioritized and deadlines are met by managing our project management platform, Asana
- Manage a yearly calendar of all development activities, team meetings, grant deadlines, and fundraising events. Send Outlook invitations to all staff members, when appropriate
- Assist team with prospecting by keeping account data accurate and up to date, supporting prospect status review, and updating the process, as needed, to analyze activities and opportunities within each funding stream
- Design and generate reports to analyze fundraising activities and track overall progress toward annual goals, including monthly outreach metrics, grants submitted, etc.
- Prepare materials and other logistics for donor and funder site visits and meetings
- Support scheduling and hosting donor meetings and site visits, including scheduling internal briefing meetings with Metro Caring staff, material preparation, and set up

DATA MANAGEMENT

- Ensure accurate entry and processing of all gifts in Salesforce, including cash contributions, in-kind contributions, grants, online gifts, matching gifts
- Ensure all development activities such as donor/funder interactions, tours, and event attendance are captured in Salesforce in a timely manner
- Supervise and train volunteers to support donation data entry and acknowledgement generation
- Ensure Salesforce records are current, accurate, and meet organizational standards
  - Accurately entering donor information and contributions (cash, check, pledge, stock, grant, etc.)
  - Routinely conduct data clean-up
  - Proactively seek more efficient ways to utilize Salesforce to achieve team goals and train others
  - Provide support when errors and issues arise
  - Maintain proper documentation of best practices, procedures, and conventions for team Salesforce use
  - Maintain and update grants and development Salesforce dashboards
- Cross-reference recurring donor list and monthly income to ensure automated donations are processed correctly and received
- Work closely with Finance Department to correctly code donations, reconcile monthly, and resolve discrepancies
GRANTS

- Support Grants and Foundation Relations Manager in facilitating weekly Grants Team meeting by providing technical support, sending out materials, updating team on new processes, etc.
- Manage grants files and ensure all applications and reports are correctly filed and shared with the appropriate staff.
- File post award grant award letters, contracts, etc. and upload to Salesforce
- Collaborate with Grants and Foundation Relations Manager to schedule debrief meetings with funders when declinations are received.
- Assist in grants process including research, narratives, proposals and budgets

EVENTS AND CAMPAIGNS

- Provide support in the planning, marketing and execution of annual fundraising events (Rooted in Our Community and Cornucopia) and donor cultivation and stewardship activities
- Prepare, sort, and track event guest lists and materials

DONOR RELATIONS AND COMMUNICATION

- Assist with writing, editing and distribution of grant and gift acknowledgements, donor impact statements, and reports
- Generate electronic and printed acknowledgement letters to ensure that donors/funders are thanked in a timely and meaningful fashion
- Complete semi-annual data entry and certificate generation for donors eligible for the Denver Enterprise Zone tax credit
- Interact with donors via phone calls or email to reconcile questions on donations, acknowledgement letters or tax documentation
- Communicate with tour hosts and potential tour guests on logistics, send reminder emails, no-show reminders, and ensure all data is captured in Salesforce
- Support team in managing committee calendars by providing technical support, sending out materials and ensuring that each committee (Stewardship/Pipeline) are on task and on schedule

CULTURE OF ENGAGEMENT

- Attend weekly team meetings and monthly all-staff meetings/retreats
- Identify opportunities to further engage potential partners and community members cultivation
- Conduct work and interactions using a trauma-informed lens
- Must understand system inequities and commit to continue personal learning and growth around issues of race and class equity

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. There may be other duties needed to drive our mission, meet our strategic goals and abide by our organizational values.

Applicants must have reliable transportation. Relocation costs are not covered by Metro Caring

Metro Caring is an equal opportunity employer. The organization is dedicated to the goal of building a diverse staff and we encourage applications from qualified individuals of all backgrounds. Black, Indigenous, and people of color (BIPOC), veterans, women, first generation Americans, and those that identify as LGBTQ+ are strongly encouraged to apply.

Note: Only those who have been selected for an interview will be contacted following submission of application materials.