



## **Development Associate Friendship Bridge – Lakewood, CO**

Friendship Bridge is a nonprofit social enterprise creating opportunities that empower women in Guatemala to build a better life. We use an innovative and high-impact approach to poverty alleviation by combining the tools of microfinance, education, and preventive health services. We call this Microcredit Plus. As a result of participating in our programs, our clients experience a combination of increased resilience, improved empowerment, and accelerated business development.

### **POSITION SUMMARY**

The Development Associate is based in Lakewood, Colorado, USA. This is a full-time position (40 hours/week) and reports to the Chief Development Officer. This position is responsible for database management and reporting, donor stewardship, events, and volunteer coordination.

### **JOB DESCRIPTION**

#### *EVENTS COORINDATION*

- Oversee all events including the annual gala, luncheons, volunteer appreciation event, virtual events, and special events
- Responsible for event timeline development and collaboration with internal teams to support events
- Project manage development of event programs, scripts, and presentations
- Coordination of venue contracts, audio visual, and food/beverage selections
- Maintain event budgets
- Development of exciting new concepts for events
- Tracking of online ticket sales, seating arrangements, and printing of name tags
- Help with occasional third party opportunities and events
- Occasional travel for local and out of state events/activities

#### *DATABASE REPORTING*

- Responsible for all reporting from donor database
- Partner with Marketing Manager on reporting for emails and print appeals
- Maintain and update records in database
- Data entry of cultivation as needed
- Facilitation of Development Committee KPI reporting, agenda creation, minutes, and meeting coordination

## *VOLUNTEER COORDINATION*

- Responsible for the updating of the volunteer manual and volunteer handbook
- Oversee intern onboarding and intern follow up
- Creation and distribution of monthly volunteer sign ups
- Oversees volunteer and intern recruitment, onboarding, and appreciation
- Management of office volunteers and volunteer projects.
- Maintain and update volunteer records in database

## *DEVELOPMENT*

- Support special donor stewardship, Circles, and cultivation projects
- Partner with Chief Development Officer and Marketing Manager in fundraising campaigns
- Strategic segment support for Cada Mes monthly donors and new donors
- Support in donor appreciation through phone calls, notes, and emails
- Assists in logging of donor notes into the database
- Other development duties as required

## **DESIRED SKILLS AND EXPERIENCE**

- Proficient in technology including Google Suite and Microsoft Office, including reporting functions in Excel
- Understanding of query reporting and database management using a GUI CRM
- Capable of navigation of online websites and outside fundraising platforms
- Must be willing to self-learn and participate in additional database management training
- Ability to project manage
- Events coordination experience
- Experience with gala type events and luncheons in a plus
- Great communicator, outgoing personality, and ability to work as part of the team
- Ability to independently manage multiple tasks and projects and to assess and change priorities based upon organization needs
- High level of attention to detail
- Results-oriented and excellent organizational skills
- Values fit with someone who has a true service orientation and passion for women's empowerment, poverty alleviation, or indigenous women's development
- Spanish speaking is a plus, but not required
- Flexibility to do whatever it takes to get the job done

## **PERKS OF WORKING AT FRIENDSHIP BRIDGE**

- Friendship Bridge provides for equality of opportunity without regard to race, color, age, religion, sex, national origin, disability or handicap
- A competitive salary and benefits package is offered.
- Combination remote (2 days per week) and in office schedule, after training period
- Weekly in person Spanish class in Lakewood, CO office
- Opportunity to travel to Guatemala
- Dog friendly work atmosphere
- Casual dress code
- Employee discount on <https://www.handmadebyfriendshipbridge.org>
- Empowerment of women
- This position is located in Lakewood, Colorado. It is a full-time position with benefits after one month of employment.

Send cover letter, resume and salary requirements to [hr@friendshipbridge.org](mailto:hr@friendshipbridge.org). No phone calls, please.