



## Development Coordinator 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 Coordinator is based in Lakewood, Colorado, USA. This is a part-time position (30 hours/week) and reports to the Chief Development Officer. This position is responsible for relationship management, donor stewardship, events, and volunteer coordination.

### JOB DESCRIPTION

#### *DEVELOPMENT*

- Support special donor stewardship (less than \$1,000), 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
- Facilitation of Development Committee KPI reporting, agenda creation, minutes, and meeting coordination
- Oversees Circle Liaison

#### *EVENTS COORINDATION*

- Oversee all events including the annual gala, luncheons, volunteer appreciation event, virtual events, and special events
- Development of exciting new concepts for events
- Help with occasional third party opportunities and events
- Occasional travel for local and out of state events/activities

## *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

## **DESIRED SKILLS AND EXPERIENCE**

- Relationship management skills with experience in donor stewardship and cultivation
- Great communicator, outgoing personality, and ability to work as part of the team
- Ability to project manage
- Events coordination experience
- Experience with gala type events and luncheons is a plus
- 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
- Comfortable with technology including Google Suite and Microsoft Office, including reporting functions in Excel
- Capable of navigation of online websites and outside fundraising platforms
- 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 part-time position with benefits after one month of employment.

Salary range: \$40,000-\$42,000 annual salary

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