

JOB ANNOUNCEMENT

JOB TITLE:	RESOURCE DEVELOPMENT COORDINATOR
POSITION TYPE:	FULL-TIME; NON-EXEMPT
SUPERVISOR:	DIRECTOR OF SERVICES
PAY RANGE:	\$18.00-\$20.00 HOURLY POSITION



**PUEBLO CHILD
ADVOCACY CENTER**

301 West Thirteenth Street Pueblo CO 81003

OVERVIEW

The Pueblo Child Advocacy Center is looking to hire a dedicated person for the Resource Development Coordinator position to support the organization with building its monetary resources, donor relationships, grant funds, unrestricted donations, and special events.

BACKGROUND

The mission of the Pueblo Child Advocacy Center (PCAC) is to provide prevention education and a safe environment for the investigation of child abuse. Our Center was the very first child advocacy center established in Colorado and sixth in the nation. PCAC is accredited through the National Children's Alliance. Our multidisciplinary team partners include law enforcement, child protective services, prosecutors, medical providers, mental health representatives, and child advocacy center staff (forensic interviewers & family advocates)

RESPONSIBILITIES

The Resource Development Coordinator's key responsibilities include the following:

- display adherence to the organization's mission
- develop relationships and collaborate with key stakeholders
- identify, cultivate, & build relationships with donors
- recruit ambassadors to conduct tours of the Center
- coordinate tours of the Center in collaboration with CAC staff
- develop strategies for agency growth & implement them to increase funding
- take the lead in planning, attending, coordinating special events
- develop innovative virtual special events online to increase funds
- increase individual donations
- track all donor revenues in Donor Snap
- provide recommendations on how to increase organizational revenues
- communicates the agency's mission, vision, and successes to the broader community
- provide external communication to community with marketing messages
- attend the resource development committee meeting & serve as a liaison to committee members
- identify grant funding opportunities
- write, submit, and manage grant proposals
- review and download agency program statistics for grant reporting
- complete grant quarterly reports and document all grant communication
- develop positive & professional relationships with funders
- collaborate with executive director to compile an annual report
- document ROI -return on investment
- develop a resource development plan with measurable goals
- implement, lead, and measure strategically-guided plans to sustain and increase revenue
- ability to meet deadlines
- communicate & cooperate with administration in all areas
- maintain strict confidentiality with all sensitive information
- Other duties as assigned by the Director of Services and the Executive Director

BENEFITS

Health Insurance, Dental Insurance, Paid Days Off, Holidays

QUALIFICATIONS

- Bachelor's Degree Preferred in creative writing, english, communications, marketing, or related field
- Grant writing experience
- Proficient with measuring and reaching income goals
- Proficient with Microsoft Programs
- Excellent knowledge of fundraising information sources
- Excellent knowledge of donor recruitment & retention
- Excellent organizational skills
- Excellent communication skills, both verbal & written
- Deadline-driven with multitasking abilities
- Team Player
- A positive and caring attitude
- Strong work ethic
- Ability to interact with a wide range of people using an approach that is ethical, diplomatic, persuasive, and credible
- MUST be able to pass a background check successfully

APPLICATION PROCESS

- Cover Letter
 - indicating why you would like the position
 - what do you see as the greatest opportunities and challenges of this position
 - what is your experience with resource development
- Resume
- 2-3 letters of reference for the position
- Accepting applications by email or mail.
ATTN:
Executive Director
Email to:
admin@pueblocac.org
Mail to:
301 W. 13th St. Pueblo, CO 81003

***Please submit application, no later than April 24, 2020 by 11:59pm.**