Development/Community Outreach Coordinator

Position Title: Development/Community Outreach Coordinator

General Duties: To lead the execution, analysis, planning, control and evaluation of fundraising and event efforts; build strategic relationships within the community; conduct a variety of outreach activities; and lead the Outreach/Fundraising committee meetings.

Responsibilities:
I. Fundraising
   • Creates a diversified annual fundraising plan that is in alignment with the agency’s strategic plan
   • Conducts activities related to establishing and managing annual giving campaigns, event planning, and fundraising activities.
   • Supports and grows special events and third-party opportunities.
   • Develops and directs a program for the cultivation, solicitation, and stewardship of individual donors, businesses, and foundations.
   • Manages a timely and appropriate donor management and acknowledgement system.
   • Maintains accurate records and provides regular reports on goals in the fundraising plan.

II. Community Outreach and Education
   • Creates an annual outreach plan.
   • Develops plan to recruit, train, and utilize volunteers.
   • Attends relevant community meetings; participate in relevant councils and committees.
   • Schedules outreach presentations in the community and communicates with staff regarding coverage and responsibilities.
   • Develops a consistent presentation outline.
   • Develops outreach materials and packets.
   • Maintains relationships with collaborative partners and cultivate new ones.
   • Assists in the coordination of special events including holiday baskets/gifts; donor/partner/volunteer appreciation activities.

III. Other Duties
   • Assist the Executive Director with grant research and writing if needed.
Required Qualifications and Skills

- Bachelor’s degree with preferred 3-5 years of experience with non-profit fundraising
- Excellent written and presentation communication skills
- High level attention to detail and organization skills
- Ability to manage multiple projects
- Outgoing and engaging personality with confidence to interact face to face with individual and corporate donors
- Experience preparing reports for funding sources
- Knowledge and experience with social media platforms and websites
- Ability to prepare and present oral and written reports on development and outreach activities, to track and assess progress and address program deficiencies as they occur.

Preferred Skills

- Experience managing donor management system

About the Western Slope Center for Children

The Western Slope Center for Children (WSCC) is a non-profit child advocacy center located in Grand Junction, CO. The mission of the Western Slope Center for Children is to provide collaborative services to child sexual abuse victims and their families in a supportive environment that reduces trauma and promote dignity, justice, and healing. Established in 1997, the Western Slope Center for Children has an established reputation for supporting child abuse victims, their families, and the investigatory agencies involved. The WSCC assists in the coordination and facilitation of the multiple professional agencies and individuals that are involved in the complexities of child sexual abuse cases, physical abuse cases, and witnesses to violence. The WSCC provides a neutral, child and family friend environment; forensic interviews; family support and advocacy; mental health services; and medical services. The WSCC also provides education on prevention, recognition, reporting, and responding to child and abuse neglect in our community.

Please email an application, cover letter, resume, and three professional references to melissa@wscchildren.org for consideration for this position.

Salary Range

$17,500 - $22,500 annual salary