

**Leadership Pikes Peak  
Program Coordinator and Development Assistant  
Job Description  
February 2016**

The Program Coordinator and Development Assistant contributes to Leadership Pikes Peak's mission to build a thriving community through leadership and service.

Experience the Springs

Coordinates the Experience the Springs program twice per year. This program is a two-day program and provides community members with an introduction to LPP and the opportunities to engage. Program coordination includes recruitment of participants, marketing of the program, planning/logistics, coordinating speakers and sending and analyzing evaluations.

Fund Development Support

Responsible for entry of donations into database. Creates thank you letters as donations are received and assist with annual donor recognition. Assist with grant research and grant writing.

Administrative Support

Gathers information for and creates monthly e-newsletter. Donor Perfect database management. Provides administrative support as needed.

Annual Gala

Provides support for Gala Committee by assisting with entry of auction items in the Auction Systems software, collecting donated items, producing auction catalog and ensuring efficient set-up and execution of the silent auction, along with other assistance as needed.

Skills needed:

- Bachelor's degree preferred
- Strong writing and computer skills
- Fund development or grant writing experience preferred
- Excellent interpersonal communication skills
- Highly organized with the ability to multi-task
- Enthusiastic and professional representation of Leadership Pikes Peak
- Self-directed and able to prioritize
- Team player with co-workers and volunteers
- Willing to adjust hours of work to accommodate meetings and events

This is a part-time, hourly position, 20 hours per week. Position requires flexibility with hours to accommodate events.

Please send cover letter, resume with availability and salary requirements to [Laraine@leadershippikespeak.org](mailto:Laraine@leadershippikespeak.org) by February 24, 2016.