



Give! Campaign

Program Coordinator, 20 hours per week

The Give! Campaign is a year-end philanthropic initiative created to encourage everyone in the Pikes Peak region to give back and get involved with local nonprofits. We focus particular emphasis on catalyzing philanthropy from those age 36 years and younger. Since 2009, Give! has enabled 166 local nonprofits to raise more than \$8.1 million from over 65,000 donations while helping them access matching grants, media exposure and capacity-building training opportunities.

General Job Description

The Give! Executive Director seeks a talented and community-minded Program Coordinator to help manage and implement multiple aspects of the campaign. Reporting to the Executive Director, a successful Program Coordinator will identify and act on opportunities to advance the Give! Campaign while managing the day to day activities. The position is funded through January 2018, although fundraising is underway to extend the position into future campaigns.

Expectations

- The candidate must be passionate about nonprofit organizations, philanthropy and the Pikes Peak region.
- The candidate must recognize the principles of multicultural sensitivity and apply culturally appropriate skills in all interactions with constituents, co-workers, volunteers, partner agencies, and other community members.
- The candidate must thrive in a team-centered environment and promote a culture of mutual accountability, high performance, and continuous improvement.
- Although the Give! Campaign is team-centered, the candidate must work with considerable independent judgement and initiative to ensure the mission is carried out, information flows quickly and effectively, deadlines are met, and actions receive honest evaluation.

Responsibilities

- Social engagement: Plan and execute social media marketing and engagement for Give! and a wide range of nonprofits.
- Communications: Assist in managing a high volume of communications with various campaign constituents, including 75 nonprofits, 20 business reward providers, 16 media partners, and campaign donors.
- Media relations: Coordinate, track and promote media spots generated for Give! nonprofits during the campaign.

- Event management: Assist in planning and implementing workshops for nonprofits and Give! awareness events.
- Database implementation: Support the implementation of a new database to effectively track relationships and donations to and through Give! This will involve planning, data validation and migration, field customization, and data entry.
- Constituent service: Respond to inquiries from donors and participating nonprofits.
- Website: Perform updates and download reports from a WordPress content management system.
- Sponsorship outreach support: Schedule meetings, manage follow up and correspondence, and customize sponsorship and underwriting packages as needed.
- Fundraising: Support fundraising efforts as needed.

Qualifications

- Strong proficiency with data management, working with spreadsheets, performing mail merges;
- Excellent written and verbal communication skills;
- Marketing experience and proficiency using social media platforms;
- Strong interpersonal skills, ability to manage relationships with professionalism and kindness, and a sense of humor;
- Demonstrated ability to manage multiple deadlines and competing priorities;
- Experience with local nonprofit community and media relations;
- Experience working with WordPress websites; and
- Fundraising and grantwriting experience preferred.

Education / Experience

- BA/BS preferred
- Proficiency with Google Docs, Forms and Sheets, or similar Microsoft Office applications required
- Proficiency with donor databases preferred
- At least 2 years nonprofit or administrative experience

Physical Requirements

- Ability to work in a typical office environment
- Must have transportation to travel to various meetings and events

Compensation

The Program Coordinator is a non-exempt, hourly position. The hourly range is \$15-\$19 per hour, depending on experience and qualifications.

Nondiscrimination Policy

Give! does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.

How to Apply

In addition to a cover letter and resume, we kindly request a writing sample. In your writing sample, please respond to the following question in 500 words or less: *“Why is philanthropy important in our community?”*

Please send cover letter, resume, and writing sample to give@csindy.com by September 29, 2017. In the subject line, please write, “Program Coordinator Application,” and your last name.

Desired start date as soon as possible.