

## **Development Coordinator Job Description**

### **About Integrated Family Community Services:**

Integrated Family Community Services (IFCS) is a non-profit organization whose mission is to provide basic human services and enrichment programs to low-income people using community resources. Please see our website to learn more: [www.ifcs.org](http://www.ifcs.org)

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### **Position Summary:**

Reporting to the Executive Director, the Development Coordinator provides support for IFCS' development activities and enrichment programs. Assists in helping Development Team with the development of fundraising goals and works to achieve and surpass set goals and manage enrichment programs/event workflow and oversee day to day objectives for programs/events.

### **Development Associate Responsibilities:**

- **Sponsor/Donor Support**
  - Contribute to the planning and implementation of IFCS' strategic plan regarding activities relating to donor solicitation and other special event efforts
  - Contribute to attaining financial support, assisting the Development Team by growing and maintaining a robust sponsorship, donor, and vendor database, through research, tracking, cultivation, and stewardship.
  - Help to build and maintain the following donor programs: Compassion Partner, Payroll Deduction, and Employee Matching Programs
  - Respond to sponsor, donor, vendor questions over email and phone
- **Enrichment Programs**
  - Coordinate with Program Department and Communications Manager to prepare and update materials for Ready, Set, School! and Holiday programs
  - Manage data input for family registration and sponsorship of registered families
  - Maintain contact with sponsors and donors to solidify in-kind and financial support for enrichment programs
  - Manage calendar for vendor delivery and family pick-up
  - Work with volunteer coordinator and program director to establish smooth execution of enrichment program
  - Respond to enrichment programs over email and phone
- **Special Events**
  - Assist Development Team and Special Events Committees with planning, procurement, guest management, and logistics(e.g., timetable, budgets/fundraising goals, guest

registration, invitations, sponsorship, ticket sales, auction solicitations, and committee meeting) for IFCS' events.

- Respond to general event questions over email and phone

**Responsibilities as an IFCS team member:**

- Collaborating respectfully and productively with co-workers to achieve IFCS' overall mission. Contribute to a positive office culture
- Participate in shared office responsibilities kitchen duty, organizing, and risk management
- Participating in IFCS' special events
- Attend all staff meetings and other meetings assigned by the Executive Director

**Qualifications:**

- Foster positive relationships with current and potential donors or vendors
- Work closely with Development Team to establish plans for marketing events and programs
- Ability to work well with a team to promote IFCS' goals
- 1-3 years' experience working in fundraising or project organization
- Bachelor's degree in Marketing, Development, Communications, or equivalent experience preferred
- Ability to prioritize and manage several projects efficiently
- Professional written and interpersonal skills are essential when communicating with donors
- Experience planning large-scale events and fundraisers
- Ability to generate interest in organization or program and reach out to appropriate donors or business partners
- Experience working with a diverse team and promoting a positive organization image

**While training will be provided, we are interested in applicants who have some of the following abilities:**

- Self-starter with the ability to work independently and effectively multitask in a fast-paced environment.
- Background serving low-income and/or other vulnerable populations.
- Demonstrated problem solving, customer service, interpersonal, and oral communication skills.

**Work Environment**

A majority of the assigned duties performed in an office environment with weekly time assigned in a warehouse environment. Occasional lifting and carrying 40+ lb. Occasional evenings and weekends to accommodate special events.



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### **Compensation**

This is regularly scheduled, full-time (40 hours per week), non-exempt position. Salary is \$40,000 annually. Benefits include employer paid health insurance for the employee (additional coverage at employee's expense); Simple IRA retirement plan with up to 3% employer match; and paid sick, holiday and vacation hours; life insurance.

### **Apply**

Interested applicants should submit cover letter and resume to [sandrapp@ifcs.org](mailto:sandrapp@ifcs.org)

Integrated Family Community Services is committed to the goal of building a culturally diverse staff to serve the needs of our program participants. We highly recommend people of all educational backgrounds and life experiences apply.

**Target start date: January 24, 2022**