

THERE WITH CARE
Community Development Associate - Denver
Job Description

Local businesses, organizations, youth groups and social entities are a meaningful and strategic part of There With Care's community, which help us to provide support to the families. The Community Development Associate ensures that our community has the ability to become involved with There With Care. The Community Development Associate reports to the Vice-President of Development and is responsible for engaging and nurturing the relationships for financial, in-kind, event sponsorship, and volunteer support.

Candidate Qualities

The Community Development Associate:

- Is a good listener who approaches the position with compassion and care and is non-judgmental.
- Is confident in knowing how to ask for support and developing a thoughtful and caring plan in order to secure needed financial and in-kind gifts.
- Has direct sales or business development experience in a service industry or with a non-profit and has a proven track record of achieving revenue targets.
- Has a professional, calm, clear, warm, kind and responsive verbal and written communication style.
- Has the ability to cultivate and nurture relationships with current and potential community groups.
- Has excellent time and project-management skills and is able to be responsive at any moment to adjust his/her workload and provide care to a volunteer, donor, or service provider.
- Is an excellent storyteller who is able to clearly articulate and educate the larger community about There With Care's mission and values.
- Has strong organizational skills and the ability to manage the large amount of details that accompany tracking support to There With Care.
- Is proficient using computer and common software packages (Word, Excel, data entry, Salesforce)
- Understands how his/her role contributes to the mission of the organization.
- Has a willingness to collaborate with other staff and volunteers to meet the needs of our families and organization.
- Is willing to have a flexible schedule, sometimes working weekends and evenings.

Job Responsibilities

The Community Development Associate will:

- Perform the job in alignment with There With Care's core values.
- Manage the Greater Giving operations as it pertains to the entry and organization of donated auction items with photographs, values, etc.
- Collaborate with the Boulder Community Development Associate on the auction spreadsheets and inputting of language into Greater Giving to ensure consistency and quality control between both the Boulder and Denver events and messaging.
- Lead the Denver Solicitation Team and solicit donations to help ensure collection of high quality auction items for There With Care events throughout the year.

- Process In-Kind donation forms and all items donated through drives in the Care Base to ensure donors are acknowledged and thanked for their support.
- Prospect, cultivate, and manage businesses and community groups, meeting the goals of the strategic development plan.
- When the Community Space Coordinator is not available, help direct Administrative Volunteers to projects and tasks to be efficient and busy with their donated time.
- Work with Volunteer Staff to fill Volunteer shifts when needed for community events.
- When needed, answer phones and greet people as they enter the office, helping to create an environment that is caring and kind to our community of volunteers and donors.
- Support the Vice-President of Development and Denver Development Director in efforts to engage potential individual and business supporters into the various areas within the organization such as group projects, donation drives and volunteer projects. When drives are confirmed, support the donors in all ways to help the drive be successful and ensure the donors are properly thanked and acknowledged.
- Find creative ways to allow potential supporters to engage with There With Care. Areas include: in-kind products and services, employee volunteering, business grants or employee matching programs, event sponsorships, direct financial donations, and public relations for There With Care.
- When possible, identify grant opportunities within corporations and collaborate with grant writers when necessary.
- Express a thoughtful 'thank you' to all There With Care supporters.
- Manage individual in-kind as well as community and business donor data and financial reporting.
- Attend events in the community to increase financial support and the awareness of There With Care.
- Collaborate with the Executive Director, Development Director and Program Coordinators to match specific family needs with the community that can help meet the current needs.
- Coordinate with the Marketing and Communications Director in regards to posting donor support, upcoming events, and other pertinent PR information.
- Follow established procedures and guidelines that are in place to protect the There With Care brand as it relates to marketing and public relations.
- When necessary, assist with additional tasks not anticipated, to help with the overall support of the mission of There With Care.
- Will collaborate with Boulder Community Development Associate and Events Director for the Holiday Program. Will be responsible for matching sponsors with families, communication with holiday sponsors, data entry and more.

Compensation

This is an hourly, part-time non-exempt position. (20 hours per week)

How to Apply

Please submit your cover letter and resume to dana@therewithcare.org

Criminal Background Check

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

Equal Employment Opportunity

There With Care reserves the right to modify job responsibilities as described above when necessary. Employee has all rights as described in Colorado State laws. There With Care is an Equal Opportunity Employer.