

YOUTH INITIATIVE



OF ADAMS COUNTY

Fund Development & Events Coordinator

SUMMARY: The person holding this position will be responsible for supporting and coordinating ACYI's internal fund development and grants infrastructure, including: individual donors, donor events, partner membership, grant research, writing and reporting. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The position will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure, at times, to handle a wide variety of activities and confidential matters with discretion. ACYI is an equal opportunity employer.

STATUS: *Full-Time, Non-Exempt; 1 FTE / 40 Hours / Ability to work some nights and weekends*

Reports to: Chief Executive Officer (CEO)

Work Location: ACYI's home office at Adams 12 Five Star Schools (1500 E 128th Ave., Thornton) and satellite office at Community Reach Center (1870 W 122nd Ave, Westminster) as well as throughout the ACYI partnership, the Denver Metro area and occasionally outside of Colorado and within the U.S.

JOB RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

ADMINISTRATION

- Supports the development and/or maintenance of fund development and grant policies and procedures
- Oversees electronic and paper filing process and records of grant awards
- Maintains discretion and confidentiality in relationships with all stakeholders
- Maintains grants and fund development calendars
- Ensures prompt acknowledgement of gifts and grants
- Maintains accurate database records
- Maintains financial records and works with donor software

GRANT MANAGEMENT COORDINATION

- Supports and executes strategic action outlined in the Fund Development Plan
- Supports the annual budget development and monitoring
- Acquires and maintains sound knowledge of the organization to generate revenue through the timely submission of well-researched, well-written and well-documented grants, fundraising proposals, etc.
- Researches, explores, and cultivates funding opportunities from government agencies and private, corporate, and foundations
- Maintains a grant calendar to ensure the timely submission of letters of inquiry, proposal deadlines and reports
- Accurately tracks all proposal and grant activity, and prepares monthly reports
- Complies with all grant reporting and evaluations as required by foundation and corporate donors

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- Works closely with the CEO to ensure fund accounting standards and grant restrictions are tracked and met
- Writes and circulates revenue-generating appeals
- Helps steward relationships with grantors, donors, etc.
- Interfaces with stakeholders and under the guidance of the Backbone Team, supporting the work of The Partnership

FUND DEVELOPMENT

- Executes donor appreciation plan, including processing thank you letters, annual statements, appreciation events, etc.
- Generates donor thank you communication
- Ensures the donor database is accurate and reconciles with Quickbooks
- Support the team in fund development goals, grant applications and reporting.
- Project manages and works with team to plan and host annual fundraising events: annual donor event, donor appreciation events, etc.
- Supports the cultivation of relationships

OTHER

- Other duties as reasonably assigned

QUALIFICATIONS:

Bachelor's degree plus minimum of two years of successful development experience. Proven success in fundraising activities and grant writing. Outstanding interpersonal and written communication skills with ability to write for different audiences and for various purposes; technical, creative, and persuasive writing skills a must. Self-starter, able to work independently, but also good judgement in seeking guidance and direction, and strong interest and ability to work collaboratively. Ability to multi-task and balance multiple projects at once while meeting deadlines. Strong organizational and analytical skills. Creative, yet meticulous and detail-oriented; adhering to timelines. Proficient in donor management platforms, MS Office, and Adobe Creative Suite; highly resourceful and outcomes driven team-player, demonstrate high level of customer/client service and response; strong problem solving skills; adaptable to various competing demands, skilled at working in an ever-changing, fast paced, complex environment including mediation skills; passion for and commitment to working for racially diverse partnership.

COMPENSATION:

ACYI offers competitive salary and benefits, commensurate with experience and skills. The starting salary range for this position is \$40,000 - \$45,000.

To Apply: Submit resume and cover letter to kendrasimpson@acyi.org. This position closes on March 15, 2019.

To learn more about our work, our impact and team, visit ACYI.ORG