

For Immediate Hire

DEVELOPMENT ADMINISTRATOR

All potential candidates must respond with a resume and a customized cover letter (including salary expectations) for this position to hr@biglittlcolorado.org. Applications will be accepted until filled.

BIG BROTHERS BIG SISTERS OF COLORADO MISSION

The mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. By partnering with youth mentees, parents/guardians, volunteers, local communities, and caring philanthropist we are accountable for each child in our program achieving:

- Higher aspirations, greater confidence, and better relationships
- Avoidance of risky behaviors
- Educational success

ABOUT BIG BROTHERS BIG SISTERS OF COLORADO

Since 1918, Big Brothers Big Sisters of Colorado (BBBSC) has operated under the belief that inherent in every child is incredible potential. As part of the nation's largest donor- and volunteer-supported mentoring network, Big Brothers Big Sisters of Colorado makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles"), ages nine through young adulthood in Colorado. We develop positive relationships that have a direct and lasting effect on the lives of young people.

BBBSC serves youth through a portfolio of mentoring programs.

- **Community-based** is a traditional mentoring program. Mentee/mentor matches determine activities of mutual interest and meet two to four times per month.
- **Sports Buddies** is an innovative mentoring program started by BBBSC in 2000. Mentee/mentor matches meet one to two times per month for sports-based activities that are planned, scheduled, and overseen by BBBSC staff.
- The **mentor2.0** program matches youth attending a partner high school one-to-one with an adult mentor starting in high school and through the first year of post-secondary education or training. Matches in mentor2.0 communicate and build their relationship through weekly email exchanges using the research-based "College Ready" curriculum.

OVERVIEW

The Development Administrator is an essential member of the fund development team whose goal is to meet annual revenue goals. This position is responsible for managing our donor information system (Raisers Edge) and will support the annual gala; major gifts; events; institutional giving; publications and stewardship. In addition, the Development Administrator is responsible for the processing of contributions, acknowledgements, payments and is the point of contact for the reconciliation of all contributions and expenses with Finance. The Development Administrator will also provide tactical solutions for implementation of tasks related to the database and will work with the VP of Development on updating the website.

RESPONSIBILITIES

Gift Entry, Acknowledgments and Reconciliation

- Lead gift and acknowledgment processes in Raiser’s Edge database for all gift revenue and in-kind donations received. Continually review processing and acknowledgment best practices to ensure efficient, timely, accurate and professional donor interaction.
- Generate timely acknowledgment letters to donors (within 48 hours of receipt of gift).
- Complete gift entry by accurately entering new or updating existing records with gift amounts, and assigning appropriate gift designations.
- Work closely with the Finance Department to provide detailed information for monthly reconciliation with the finance system, including deposits, stock/wire transfers, refunds and other related data. Support the Finance Department with the annual audit.

CRM Database Maintenance and Management

- Maintain the overall database integrity and quality, including routine data improvement, data auditing, practice enforcement, security and code value management, user access, systems checks, and database functions.
- Create protocols for data entry, monitoring, and updating. Work with the Director of Individual Giving to establish and maintain best practices and procedures. Maintain database policies and procedures manual.
- Maintain highly accurate and current donor data that effectively tracks key information, attributes, and gift histories. Engage in periodic data clean-up.

Staff Training and Support

- Provide ongoing training, documentation and tutorial support to empower and educate staff to better understand and use the CRM database.
- Produce queries, reports and lists needed by development staff for mailings, events and moves management.
- Create custom “dashboards” for development staff which demonstrate revenue progress in real-time, and manage tasks and actions.
- Respond to requests from other development and executive staff for updates to the database and fundraising reports.

Website Management

- Help support updates to the BBBSC website in coordination with the Vice President of Development and Marketing. Liaison with the website hosting vendor and IT as needed for technical assistance.
- Track and report website analytics to the development team on a monthly basis.
- Provide technical support in creating and maintaining accurate web-based forms and gift-related pages.

QUALIFICATIONS

- Three or more years of experience in database management.
- Well versed in CRM systems. Raiser’s Edge Experience a plus.
- Must possess excellent analytical, research, organizational, and written and verbal communication skills.
- Must have a strong customer service orientation, including ability to respond quickly and effectively to front line staff, volunteers and donors.
- Non-profit experience a plus.

COMPENSATION

Our goal is to make all aspects of working with us transparent. That includes our offer process. When we have identified talent that is a good fit for BBBSC, we work hard to present an equitable and fair offer. We look at your knowledge, skills,

and experience along with your compensation expectations and align that with our company equity processes to determine our offer ranges.

We value and want to support our team members, and are proud to offer a comprehensive compensation package that includes the following:

- Salary range for this position is **\$43,000-\$46,000** dependent on experience.
- Excellent benefits including company paid medical, dental, vision for the employee.
- Many other work-life balance benefits.

COMMITMENT TO JEDI

We are committed to creating and cultivating a safe environment where all individuals feel respected and valued equally. We - BBBSC staff and board - are committed to a nondiscriminatory and anti-racist approach and are committed to dismantling any inequities within our policies, systems, programs and services.

At BBBSC, Justice, Equity, Diversity, and Inclusion (JEDI) is an integral part of our values and mission. We recognize, affirm, and celebrate the diverse backgrounds, lives, and experiences of all our stakeholders, including youth, families, donors, volunteers, and staff. We ensure the opportunity for all voices and perspectives to be heard and honored. In the workplace, we foster an environment where all people can be their best selves. We affirm that every person [regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, gender expression, ideology, income, national origin, race or sexual orientation, marital or veteran status] has the opportunity to reach their full potential. We strive to realize the full potential that is within all of us by ensuring that all voices and perspectives are heard and honored.

For more information about Big Brothers Big Sisters of Colorado, visit our website at www.biglittlecolorado.org.

Equal Opportunity Employer: Minority-BIPOC/Female/Veteran/Disability (Individuals with a disability who need an accommodation to apply please contact us at hr@biglittlecolorado.org.)

No calls or emails from third parties at this time please.