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970.256.7650

## DEVELOPMENT ASSOCIATE

### Job Description 2024

**DATED:** December 23, 2024

**SUPERVISOR:** Executive Director

**LOCATION:** Grand Junction

**HOURLY:** Part-time at \$23/hour

Western Colorado Alliance for Community Action is a member-driven community organizing institution that works across Western Colorado. All members of the Alliance's staff are expected to adhere to our mission: to bring people together to build grassroots power through community organizing and leadership development. The Alliance works for a future where engaged local voices are leading communities across western Colorado that are healthy, just and self-reliant.

#### **Staff Role Within the Organization:**

Western Colorado Alliance work and programs are governed by the Alliance Board of Directors, which meets throughout the year to set direction and budget and to oversee the organization. Each of the Alliance's campaigns and programs has its own leadership team consisting of Alliance staff and Alliance members and supporters who set strategy and tactics, conduct research, and recommend policy. The Board oversees the Alliance's Executive Director, who in turn oversees the Alliance staff and the overall work of the organization. Staff members do not vote at Board meetings, nor do they speak to the media or testify publicly unless specially authorized or delegated this task.

#### **Development Associate's Role Within the Organization:**

The Development Associate's primary responsibility is to work with the Executive Director to plan, organize, and execute Western Colorado Alliance's external and internal fundraising programs and meet our budgeted fundraising goals. The Development Associate works closely with the Executive Director, the Membership Coordinator, and the Board of Directors in all development and fundraising endeavors. Ongoing duties include donor analysis and research, donor communication and acknowledgement, data entry and maintenance of donor records, planning and coordinating Alliance fundraisers like Mountainfilm on Tour, assisting with direct mail and other fundraising appeals, and supporting the Executive Director in tracking and maintaining the organization's grant calendar.

The Development Associate is a part-time, hourly position with an average of 20 hours a week. This position reports to and is under the supervision of the Alliance's Executive Director.

## **Qualifications**

- Commitment to Western Colorado Alliance 's mission, vision and values
- Understanding of grassroots organizing and grassroots fundraising
- Strong interpersonal, speaking and writing skills
- Familiarity and experience working w/ CRM systems/donor management database systems
- Familiarity with nonprofit accounting and bookkeeping principles and nonprofit systems
- Ability to get along well with people from diverse backgrounds
- Displays a positive attitude, shows concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Ability to work independently, think strategically, be organized, and follow through on tasks
- Have the desire to get out of the office and build external relationships
- Be a self-starter and goal driven to initiate donor visits and fundraising calls

## **Specific Responsibilities**

### **1) Work with the Executive Director and WCA Board to ensure long-term financial stability of the organization**

- Work with the Executive Director and Fundraising and Development Committee to develop the annual Alliance budget and fundraising plan, identify staff and member roles and responsibilities.
- Work with the Executive Director, Alliance staff team and Board to increase the percentage of the Alliance's annual income from grassroots sources.
- Explore other long-term income strategies (endowments, planned giving, earned revenue, etc.)

### **2) Work with the Executive Director, Membership & Engagement Coordinator and WCA staff team to develop and execute WCA's internal fundraising plan**

- Grow the Alliance's major gifts program including identification, cultivation and solicitation of major donors.
- Work with the Executive Director and Board to assign donation/upgrade requests, assign donors to staff & board members for outreach and asks, assemble and distribute information to staff members to facilitate outreach.
- Work with Membership and Engagement Coordinator to oversee prospect research.
- Review and analyze donor solicitation and events to improve donor cultivation efforts. Work with the Executive Director to write and send direct mail and email appeals.
- Lead the Mountainfilm Fundraising Committee to plan and execute the Alliance's yearly fund and "friendraiser," including a silent auction.
- Work with the Executive Director, team and member leaders to plan and execute house parties, and other donor-focused events throughout the year.
- When appropriate, assist the organizing team to execute online giving campaigns (such as the West Slope Youth Voice peer-to-peer social media fundraiser).
- Coordinate the Alliance's Colorado Gives Day campaign.

### **3) Maintain and upkeep WCA's philanthropic tools and materials to assist with fundraising activities**

- Manage and upkeep the Alliance's Guide Star profile & other philanthropic certifications.
- Manage and update EveryAction data and donor profiles, with the assistance of the Membership and Engagement Coordinator.
- Make calls to donors to update giving information as needed.
- Maintain donor acknowledgment & recognition system.
- Work with Finance Administrator and Membership & Engagement Coordinator to maintain, standardize and systemize donor data across our digital giving platforms.
- Work with the Executive Director and Communications Coordinator to develop quality and current fundraising materials, such as the Annual Report, and other collateral as needed.
- Support the Executive Director in tracking and maintaining the grant calendar.

### **4) The Development Associate, as all other staff, is responsible for performing the administrative tasks necessary to accomplish their job.** This includes, but is not limited to:

- filling out monthly time sheets and other office paperwork, as appropriate (e.g., requests for leave, sick leave, reimbursements).
- writing *Clarion* newspaper and website articles (on subjects appropriate to the position).
- helping with mailings.
- assisting with donor renewal follow-up calls.
- participating in and assisting with fundraising trainings for staff, member leaders, and other members for their leadership development.
- attending staff meetings, Board meetings, the Alliance's Annual Conference, Western Organization of Resource Council staff meetings, and other meetings and events as requested.
- taking on additional assignments when other staff persons are absent and as requested.

### **Physical Requirements**

Prolonged periods of sitting at a desk and working on a computer, ability to physically travel and meet in person with donors and prospects, ability to help set up and attend public events and functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Candidate may be remote, but the organization's preference is to find a person who lives in western Colorado, and ideally the Grand Junction area.

### **Salary and Benefits**

This is an hourly position at \$23/hour with an average of 20 hours/week. Benefits include a group health insurance plan (including dental and vision), a generous paid time off package and contributions to employee's retirement, professional development opportunities and a sabbatical is available to long-term employees. Some provisions apply for part-time employees.

### **Application must include:**

- resume
- contact information for 3 professional references

### **Deadline to Apply**

Deadline to apply is December 30, 2024

### Equal Opportunity Employer

Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Western Colorado Alliance is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.

### Apply

Please send cover letters and resume to Emily Hornback at [emily@westerncoloradoalliance.org](mailto:emily@westerncoloradoalliance.org)

***All documents should be in either Microsoft Word (.doc or .docx) or Adobe Acrobat (.pdf).***