

Part-time Development Specialist



FLSA Status: Non-Exempt

Grade/Level: Entry Level

Work Schedule: flexible, average 8 hours/week

Benefits Eligibility: Paid sick-leave as per Colorado statute

Job Status: Part-Time

Reports to: Development Director

Amount of Travel Required: None

Positions Supervised: None

Salary: \$22/hour

POSITION SUMMARY:

The Part-time Development Specialist supports the Director of Community Giving in data management and donor stewardship in support of our mission to inspire every child's curiosity and learning through play.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Support the Director of Community Giving with weekly database data entry and maintenance
- Process donations and prepare acknowledgement letters as well as run queries
- Maintain paper and electronic filing systems for donor records, correspondence, and other materials
- Update and add donor records in Altru, including biographical information, cultivation activities, and appeals
- Assist the Director of Community Giving with the execution of a wide range of campaigns including but not limited to portfolio management support, coordination of mailings, solicitations, and printing materials
- Conduct preliminary research on prospective corporate, foundation, and individual donors. Collect and enter the data in Altru

Employees must fulfill the performance standards of this position and comply with policies, rules and procedures of the company, including those set out in the Employee Handbook, or otherwise communicated (verbal or in writing) to employees.

Employee must understand that this is an at-will position and the employee may be terminated by the company at any time with or without cause or advance notice.