



Environmental Learning for Kids

Position Description

Job Title: Development Associate

Location: ELK Office (Flexible work from home schedule available)

Status: Part-Time Non-Exempt, eligible for overtime (Avg. 20 hrs./wk.)

Reports To: Development Director

Salary: \$21.22 an hour

Background

ELK (Environmental Learning for Kids) is an inclusive non-profit organization that develops inspired and responsible leaders through science education and outdoor experiences for underserved, and traditionally disinvested youth ages 5-25, and their families. ELK **inspires** youth to have high expectations of themselves by exposing them to the outdoors and engaging them in service-learning projects. For many of the youth ELK serves, it's their first experience with the outdoors. ELK **educates** youth through science and environmental education embedded in all programs and activities to further students' understanding and attitudes toward science, the outdoors, their communities, college, and careers. ELK **transforms** youth by endowing them with increased academic skills, civic and community leadership, environmental stewardship, and employment opportunities.

Job Summary

The Development Associate assists and works alongside the Development Director in securing the resources necessary for ELK to achieve its mission. This position ensures effective implementation of the organization Development Plan through database maintenance, donor and funder research and tracking, donor stewardship, special fundraising events, and smaller dollar fundraising asks. Areas of functional expertise include high level of organization and attention to detail, data entry, community engagement and outreach, fundraising, communications, problem solving, and strong commitment to the values of diversity, equity, and inclusion.

Some evening and weekend work is required in meeting position responsibilities.

Major Duties and Responsibilities

Fundraising – 70% of employee's time

- Serves as lead Development Team user of the donor database and files including data entry, tracking, and reporting. Preferably in E-Tapestry, Raisers Edge, Salesforce, or Airtable
- Maintains donor stewardship process including gift entry, acknowledgement, communications, and reporting.
- Creates and supplies budgetary information to Manager of Finance and Operations, and Development Director as needed.
- Leads and maintains small individual donor process including solicitation piece creation, tracking, budgeting, pulling, and maintaining mailing lists, processing large, and small mailing projects and tracking effectiveness of Annual Fund projects.
- Co - manages Family Tree recurring gift program including goal setting, recruitment, stewardship, and advancement.
- Assists Development Team with special events (fundraisers/friend-raisers) including planning, implementation, evaluation, and stewardship.
- Performs research and information gathering for projects and individuals as needed. Prepares reports and performs special projects.

Marketing – 20% of employee’s time

- Assists the Marketing and Communications Director in social media, website, and other marketing maintenance, related to fundraising goals.
- Creates content for social media that focuses on appeals, special fundraising events, or fundraising campaigns in coordination with the Marketing and Communications Director and Development Director.
- Assists Development Department in marketing material development and implementation including newsletter and other content development, tracking, and mailing.

Other Duties – 10% of employee’s time

- Assists Development Leadership with other duties including administrative support.
- Provides direct support to the organization as needed.
- Performs other duties as assigned.

Required Qualifications

Education: Associates degree preferred or equivalent experience.

Experience: 1-2 years of broad experience in nonprofit development, special events, database maintenance, or marketing preferred. Experience with completing projects with minimal oversight. Must have a high level of attention to detail, flexible work style, be self-motivated, and willing to learn.

CBI/FBI Background check required.

Knowledge, Skills & Abilities:

- Excellent skills in initiating and building relationships.
- Excellent computer skills in database entry, maintenance, and web-based media
- Excellent oral, written, presentation, and interpersonal skills.
- Knowledge of standard office practices and procedures.
- Familiarity with social media as it relates to fundraising and best practices.
- Strong interpersonal and communications skills to be able to communicate effectively with a racially diverse groups of people and partners including knowledge and skills in business setting, spelling, punctuation, arithmetic, and vocabulary.
- Excellent organizational, scheduling, multi-tasking, and problem-solving skills. Must be able to anticipate and plan for needed steps to meet deadlines.
- Strong Microsoft Excel experience with spreadsheet design, formatting, and use of functions/formulas.
- High level of professionalism, discretion, and commitment to maintaining confidentiality.
- Ability to develop good team relationships with coworkers, Board, and key stakeholder groups.
- Ability to learn quickly and function effectively in a fast-paced and time-sensitive environment.
- Interest in ELK’s mission and learning more about science and natural resources of Colorado through ELK’s educational programs; enjoy spending some time with children/youth and their families.
- Ability to work in open- concept office environment.
- Bilingual English and Spanish a plus

Benefits:

- Subsidized Medical, Dental, Vision, insurance for the employee
- Optional participation in Flexible Spending Account
- Optional participation in group retirement plan with discretionary match
- Generous Vacation, Sick, and Personal leave

How to Apply:

Please send resume and cover letter to Development Director, Sean Cortes at scortes@elkkids.org by August 2nd, 2022.