



Job Title: Development & Communications Associate

Supervisor: Director of Development & Community Relations

Employment Status: Full-time, Exempt

Pay Rate: \$45,000-\$60,000

About Impact on Education

Impact on Education (IOE) is the foundation supporting Boulder Valley's public schools. Since 1983, we've been Boulder Valley School District's (BVSD) support system, providing supplemental funding and resources to nearly 30,000 students and 4,000 educators in order to expand what's possible in education. Our work prioritizes students overcoming the greatest obstacles by addressing economic and learning barriers that curtail success, increasing equity among our students, and closing opportunity gaps.

We are a team of motivated and talented non-profit professionals who share a passion for educational equity and believe strongly in the potential of all students. We are committed to doing excellent work and giving our all to the students in this community. This is a unique opportunity for a proven and effective professional to join our team and grow our impact.

About the Role

The Development & Communications Associate will play a key role in forging new relationships with mid-level donors, working in partnership with local businesses, and expanding the organization's visibility in the community. A key to success is learning about Impact on Education's programs and investments and effectively communicating our mission to donors. Impact on Education's offices are located in Louisville, Colorado. Our staff works primarily in the office, with some flexibility to work remotely.

Primary responsibilities

Fundraising

- Create and implement short, intermediate, and long-term individual donor engagement strategies.
- Plan for and run weekly meetings with the Director of Development & Community Relations to discuss strategy and moves for the development team..
- Support gift entry and donor stewardship by using our donor management software.
- Manage a timely and appropriate donor acknowledgment system
- Conduct activities related to managing peer-to-peer giving campaigns
- Organize and execute special events, including donor/volunteer appreciation events and other fundraising initiatives



Communications and Outreach

- Execute gift materials, including briefing memos and thank you notes.
- Write, edit, and proofread donor-facing communications, including proposals, presentations, and digital and print campaign materials.
- Support the development of outreach materials and social media content.
- Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Schedule outreach activities in the community.

Reporting and Monitoring

- Update the database with donor interactions.
- Track and report relationship management activity including qualification, cultivation, solicitation and stewardship of prospective and current donors.
- Record and report on volunteer activity.
- Track and report progress towards engagement and revenue goals.

Desired Qualifications & Skills

- At least 3 years of fundraising, marketing, or sales experience
- Outgoing and engaging personality with the confidence to interact face to face and virtually with individual and corporate donors
- Familiarity with the Boulder Valley and its business community
- Strong interpersonal, presentation, and written communication skills
- Ability to conduct oneself in a professional and truthful manner to donors
- Experience using customer relationship management (CRM) software
- Proficient with Google Suite and generally savvy with new systems
- Highly organized and detail-oriented with ability to manage multiple projects
- Strategic and entrepreneurial thinker
- Knowledge and experience using social media tools
- Experience managing special events

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times

Benefits

- Paid holidays and paid time off



- Health insurance and retirement matching programs

Application Instructions

Qualified applicants are encouraged to upload their resume and a cover letter summarizing interest in the position and relevant skills and experience [here](#). As part of the screening process, we may provide a writing prompt and request a writing sample. The position will remain open until filled. No phone calls please!