

# BRECK CREATE

## TITLE OF POSITION

Development Operations Coordinator

## REPORTS TO

Senior Director of External Relations

## JOB CLASSIFICATION

Full-Time Exempt

## POSITION DESCRIPTION

Breck Create seeks a detailed and service-oriented individual to execute its development and board operations and support key team members in delivering arts experiences throughout Breckenridge. The Development Coordinator coordinates communications, reports, tasks, and procedures that ensure the smooth day-to-day functioning of fundraising and development. They are responsible for database management, advancement reporting, data integrity and security for all Breck Create's patron, member, & donor data. The desired individual will have experience working in a nonprofit or event producer setting and is motivated to improve systems, solve problems and work in a creative environment.

## KEY RESPONSIBILITIES

### FUNDRAISING AND DEVELOPMENT

- Oversee the donor and member management system database and procedures:
  - Serve as an expert user of the CRM (Salesforce) and trusted source to support fundraising activities
  - Create regular reports to facilitate the achievement and analysis of fundraising and constituent engagement goals
  - Maintain accurate donor, gift and relationship data files
  - Process gifts and produce acknowledgement letters to ensure consistency with IRS guidelines for gift receipting
  - Implement quality control mechanisms, policies, procedures and guidelines for data entry to ensure consistent data quality
- Serves as a prospect researcher to inform the work of relationship managers to achieve fundraising goals; continuously improve the quality of donor data
- Coordinate and execute individual and corporate sponsorship benefit fulfillment in collaboration with marketing team
- Administer and implement grant operations, including the grants calendar, prospect research and reporting
- Communicate with members and donors through e-newsletters, phone calls and e-mail correspondence
- Assist in the generation of patron mailings, including tax donation letters
- Support fundraising event logistics to organize planning elements, manage guest lists, and coordinate other administrative tasks related to the events
- Coordinate volunteer program and oversee recruitment and scheduling of volunteer support for events and programs

## **BOARD + ADMINISTRATIVE**

- In coordination with CEO and Senior Director for External Relations, prepare all board and committee meeting materials, managing timely organizational communications
- Maintain the board and committee meeting calendar, contact information and online portal
- Purchase general office supplies
- Support maintenance of office systems and answer phones/messages
- Participate in Breck Create committee meetings, staff meetings, and seminars, taking minutes as required
- Book meeting space and coordinate technical requirements for Board, Staff and Committee meetings as well as other internal and external small events as needed

## **WHAT YOU SHOULD KNOW**

This job is located in Breckenridge, Colorado, and is predominantly an in-person position, with potential for hybrid flexibility. The individual in this role may need to be present for evening and weekend events.

## **WHAT WE CAN OFFER**

The salary range for this position is \$50,000-\$65,000 annually. Salary to be determined by the applicant's education, experience, knowledge, skills, and abilities, as well as internal equity and alignment with market data. Benefits include:

- Health, Dental, Vision Insurance (80/20)
- 401(K) Match up to 3% – eligibility requirements for participation and match
- Parking Pass
- Paid Personal Time
- Cell Phone Stipend
- Short and Long-Term Disability Insurance (100% employer paid)
- Art Classes/workshops at no charge – employee only

## **POSITION REQUIREMENTS**

- Excellent time-management, problem solving and organizational skills
- Experience with cloud-based systems and databases, donor software and/or Salesforce
- Demonstrated attention to detail, ability to take initiative and prioritize
- Outstanding written and verbal communications
- Strong computer skills including Microsoft Office and SharePoint, able to learn new software and troubleshoot basic software and hardware issues
- Knowledge of CRM systems. Knowledge of Salesforce and Audience View Platforms a plus

## **HOW TO APPLY**

Submit your resume and cover letter to [careers@breckcreate.org](mailto:careers@breckcreate.org) for consideration.

Breck Create is committed to having voices in our organization and coalitions that bring diverse perspectives. We strongly encourage and seek applications from people of color, people with disabilities, women, men, non-binary individuals, bilingual and bicultural individuals, veterans, and LGBTQ individuals.

Breck Create is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.