



JOB DESCRIPTION

TITLE: Part-time Outreach & Development Coordinator

SUPERVISOR: Development Manager

SUPERVISES: N/A

GENERAL: Colorado Nonprofit Development Center (CNDC) dba Denver Regional Mobility & Access Council (DRMAC) is dedicated to fostering a healthy and vibrant nonprofit sector in Colorado by enhancing the effective and efficient use of community resources. Our values of partnership, respect, accountability, innovation, and learning guide our work. We provide comprehensive fiscal sponsor services to emerging and transitioning charitable groups DRMAC serving their communities in areas as varied as education, arts, human services, and public health. Summary of the mission of the organization.

DRMAC Mission:

Overcome mobility barriers through education, collaboration, and advocacy to enhance quality of life, inform, and empower people. Help to make transportation equitable, accessible, and affordable for all.

DRMAC Vision:

To ensure people with mobility barriers have access to travel options throughout the region.

SUMMARY OF RESPONSIBILITIES

SPECIFIC DUTIES:

Outreach

- Creation and delivery of Extra Dose monthly newsletter
- Primary point of contact for researching, communicating, and attending community events to promote DRMAC in collaboration with the other DRMAC staff.
- Conduct outreach to promote DRMAC and its programs.
- Attend and represent DRMAC at assigned meetings such as but not limited to the Local & Regional Coordinating Council meetings.
- Assist with planning and facilitation of DRMAC's monthly community meetings.
- Answering questions and getting feedback from our community in a professional manner.

Development & Fundraising

- Primary point of contact for DRMAC membership recruitment, engagement, and tracking.
- Assist Development & Operations Manager and Executive Director with fundraising efforts.
- Timely creation of donation thank you correspondence.
- Assist with organizing events to promote products and services offered by the organization in collaboration with the Marketing staff.
- Assist with the coordination of DRMAC monthly meetings and events.

Other Duties and Responsibilities:

- Provide Spanish translation as needed.
- Back-up for providing in person travel training sessions.
- Attending weekly staff meetings, prepared to collaborate and information share.
- Back up for Information and Assistance Call Center as needed.

QUALIFICATIONS:

Required:

- Fundraising and event experience
- Experience with Canva and newsletter design
- Comfortable presenting in a community setting and to diverse populations.
- High school diploma or general education degree (GED) required. Associate degree preferred.
- Proficient computer skills, including Microsoft Office
- Ability to work remotely and in a virtual environment with the availability to attend some evening and weekend events.
- A Self Starter with high mindfulness to detail.
- Ability to multi-task and meet deadlines.
- Must pass Mandatory Reporting Training
- Computer literate with Microsoft Office products
- Must have a valid driver's license and auto insurance.
- Required to pass a background check.
- Strong verbal and written communication skills
- Comfortable with routinely shifting demands.
- Working knowledge of general office equipment

Preferred:

- Bilingual English/Spanish
- Experience with Microsoft Teams, Google Docs, or Zoom preferred.
- Fundraising and event planning experience.
- Knowledge of scheduling, especially in transportation

WORK SCHEDULE:

Core Hours: Monday-Thursday, 9am until 3pm (with some events scheduled outside these core hours)

SALARY: \$23.50 per hour

BENEFITS: must work over 24 hours per week to be eligible for medical benefits

- Paid time off benefits include sick leave.
- Flexible remote work schedule. Must be able to attend various trainings and events. Will need to share work schedule with Supervisor.
- Small but awesome team!

WORK ENVIRONMENT:

- Remote with occasional in person training sessions.
- Collaborative and dynamic nonprofit organization.
- Opportunity to make a meaningful impact on the community.

If interested in this position, please send your cover letter and resume to Coleen Samuels at csamuels@drmac-co.org with Part-time Outreach & Development Coordinator position in the subject line.

The Denver Regional Mobility and Access Council (DRMAC) is dedicated to the goal of building and maintaining a diverse and inclusive staff. We encourage applications from qualified individuals of all backgrounds. Black, Indigenous, People of Color (BIPOC), veterans, first-generation Americans, and those who identify as LGBTQ and non-binary are strongly encouraged to apply. For more information, please visit <https://drmac-co.org/>

DRMAC is a project of the Colorado Nonprofit Development Center (CNDC), and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees.