



## **Career Opportunity: Development Coordinator**

### **About the Buddy Program**

Join our team!

For 51 years, the Buddy Program has been serving youth in the Roaring Fork Valley community. We operate four programs, including one-on-one mentoring and group/experiential mentoring, known as our LEAD (Leadership through Exploration, Action, and Discovery Program). Mentor/mentee pairs in our Community Program stay together for 3.5 years, nearly twice that of national mentoring programs. Program evaluations demonstrate the Buddy Program has helped our Little Buddies in areas of self-esteem, decision-making, academics and relationships with friends and family. The Buddy Program works with 400-450 youth and their families each year and an additional 135+ adult volunteers and continues to grow to meet the large need in our local community. The Buddy Program is a registered 501(c)(3) not-for-profit organization. In 2023, the Buddy Program expanded all four of its mentoring programs to Glenwood Springs. The organization is working on building relationships, partnerships, and opportunities for the entire Roaring Fork community.

**Vision:** We envision a thriving community in which all members are supported and connected through meaningful relationships and experiences to achieve success.

**Mission:** The Buddy Program empowers youth through mentoring experiences to achieve their full potential.

**Commitment to Social Justice, Diversity and Inclusion:** We value, celebrate, and consciously cultivate diversity as we strive to achieve equity through the power of mentoring.

**Values:** Kindness, inclusion, discovery, connection, empowerment

### **Working Relationships:**

- Reports to the Development Director
- Works closely with the Development Director, Events Manager, Marketing Manager, and Executive Director
- On-going, constructive, and open collaboration between all Buddy Program staff is essential to our team to ensure a consistent, quality-run program.

### **Responsibilities include:**

**Development Coordinator** is responsible for assuring timely donor communications and supports general organizational support for the Development and Marketing functions of the Buddy Program.

### *Development Support*

- Oversees and maintains the CRM donor database and all donor records
- Maintains and utilizes the CRM and wealth screening software for fundraising, strategic planning, campaigns, event registrations, and for internal and external reporting
- Sends invoices, enters all donations into database and executes prompt acknowledgments of donations
- Tracks and collects pledges and payments with excellent customer service
- Keeps all tax acknowledgment letters up to date and filed
- Researches donor and sponsor prospects and maintains a prospect list
- Supports planning and implementation of any and all fundraising campaigns
- Works closely with the Bookkeeper and Business Manager to reconcile donor databases and Quickbooks
- Supports writing and reporting of grants as needed
- Manage and engage relationships with Aspen-Glenwood Chambers of Commerce

### *Event Support*

- Manages event data systems including
  - Event registration and communications to registered attendees
  - Manage guest lists and track payments
  - Online ticket and table sales
  - Online Auction platform setup and updates
- Assists Event Manager with onsite support and logistics
- Supports the coordination and training of event volunteers
- Helps with the solicitation and collection of items for the annual Online Auction
- Supports with the cultivation and prospecting of business sponsors

### *Board of Directors and Leadership Development Board Support*

- Supports work with Board of Directors including:
  - Assembling annual Board Binders
  - Tracking board term completion dates
- Coordinates Board and Leadership Development Meetings by communicating polls for finding the best times to meet, arranging and booking meeting space, setting up meeting space and food and beverage as well as taking minutes at all meetings

### *Program Support*

- Coordinates and supervises one Peer-to-Peer Program site in collaboration with one other program staff member
- Cultivates relationships with families, youth, and schools as relating to the Peer-to-Peer Program. .

*This job description is not intended to be a complete list of all duties, responsibilities, or qualifications associated with the job.*

### **Skills and Life Experience:**

- Passionate about the mission of the Buddy Program
- Bachelor's degree or 2-5 years of relevant professional experience in non-profit, fundraising, sales and/or customer relations
- Advanced interpersonal and communication skills
- Ability to maintain donor and client confidentiality
- Strong organizational skills, excellent attention to detail, efficiency, and ability to meet deadlines
- Ability to remain compassionate and empathetic towards donors, families, youth, and volunteers
- Comfortable and literate in technology, including cloud-based apps (Google platform), database/CRM, wealth screening software, and Xcel spreadsheets
- Comfortable working both independently and collaboratively with a small, close-knit team in a deadline-driven environment
- Ability to act as an ambassador for the Buddy Program at all times
- Flexibility with time and duties as they evolve
- Ability to work some nights and weekends

**Time and Compensation Details:** Full-time; 40 hours per week. Some nights and weekends required. This position is based out of our Aspen office with the ability to work from Carbondale and Glenwood offices as well as some flexibility to work from home. Salary range is \$55,000-\$60,000. This is a Non-exempt position. Benefits include paid vacation, sick leave, personal days, volunteer hours, retirement match, TRIAD EAP, full healthcare plan including dental and vision.

Click [HERE](#) to apply (or go to [buddyprogram.org/careers](http://buddyprogram.org/careers)).

Deadline to apply is **Friday, February 28, 2025**

- *It is the policy of the Buddy Program to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level or any other characteristic protected by law. Under applicable laws, the Buddy Program employs only United States citizens and individuals who are authorized to work in the United States. The Buddy Program participates in E-Verify and will provide the federal government with employees Form I-9 information to confirm that they are authorized to work in the U.S.*