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W cwee.org

Job Announcement

Title: Development Associate
Position Status: Full-time, Non-Exempt
Reports To: Manager of Development
Hiring Range: \$38,260 - \$49,740 per year
Benefits: Full benefits including three weeks of vacation, every other Friday off, paid health days, paid family leave, retirement, health insurance, and more.

Founded in 1982, CWEE's mission is fostering personal and professional transformation for low-income families through confidence building, customized skills training, and career advancement. CWEE believes that regardless of personal situations and other barriers to employment, when an appropriate level of education and support is provided, individuals can and will succeed.

CWEE's commitment to building durable skills and programming that evolve with the changing nature of work remains strong. In 2020, CWEE announced its three year strategic plan which includes: improving and expanding our service delivery model, embracing a culture of organizational learning and continuous quality improvement and growing our private revenue. Given the pandemic, CWEE has accelerated its strategic planning timeline and is now able to offer our programming and services virtually.

SUMMARY OF POSITION

The Development Associate works to advance CWEE's mission by providing key operations and project support to the organization's development and engagement efforts. This position is responsible for executing tasks related to fund, donor and partner development and activities.

The Development Associate will join a collaborative, fast-paced, action-orientated team and thrives in a culture of learning and innovation with a focus on attention to detail and providing a positive customer experience for all CWEE stakeholders.

ESSENTIAL RESPONSIBILITIES

Customer Service and Administrative Support (40%)

- Fulfill requests from staff and donors for reports, materials, information, etc.
- Use Microsoft Word, Excel, PowerPoint, Teams and Outlook to fulfill requests as needed
- Support the execution of projects, such as assisting with event support
- Occasionally attend and staff external donor meetings/events

Data Integrity (40%)

- Data entry in CWEE's CRM databases, CiviCore and DonorPerfect
- Process donations and prepare acknowledgement letters within 48 hours
- Work with Manager to create and reconcile monthly fundraising reports
- Work with team to ensure data integrity and accuracy of donor, partner and volunteer information

Content Preparation and Delivery (20%)

- Assist the Manager of Development and Engagement Managers by monitoring and sending a regular cadence of approved communications designed to inform, cultivate, solicit, and steward donors, partners, alumni and participants

- Monitor and update CWEE's Website and respond to inquiries
- Collate participant, alumni and partner impact stories

JOB QUALIFICATIONS

- Administrative experience in fundraising, sales support, customer service, or similar work experience
- Outstanding organizational and time management skills, accuracy, and attention to detail with ability to follow through
- Ability to understand and respond to donor needs within organizational parameters
- Ability to successfully prioritize and manage working on multiple projects with differing timelines
- Skilled with daily, detailed data entry and outreach
- Strong Experience with Microsoft Excel, Word, PowerPoint and Outlook/email
- Experience with fundraising databases (Donor Perfect preferred)
- Ability to work occasional early mornings or late evenings with notice for events or specific initiatives

PERSONAL QUALIFICATIONS

- Commitment to CWEE's mission and providing long-term, durable self-sufficiency through quality employment
- Active contributor to a positive work culture built on ongoing learning and continuous improvement
- Passion for working cooperatively and effectively with others to enhance organizational effectiveness
- Goal oriented with ability to operate in a dynamic environment as well as perform in a self-directed manner
- Professional maturity, excellent written and oral communication, listening, and interpersonal skills in order to engage all audiences and build relationships

TO APPLY

Send cover letter and resume to careers@cwee.org. Please indicate 'Development Associate' in the subject line. Materials will be reviewed and interviews scheduled as qualified applications are received.

NO PHONE CALLS, PLEASE.

CWEE is an Equal Opportunity Employer.

Minorities and individuals dedicated to diversity and multiculturalism are encouraged to apply.

A criminal background check of 7 years is required.