

Title: Development Coordinator

Status: Full-time, Exempt

Hours: 9am-5pm Monday - Friday, with some evening requirements

Reports to: Grant Development Manager

Pay Range: \$65,000 - \$70,000 annually (based on experience and skill sets), eligible for performance bonus

Location: Denver, CO/Hybrid

Benefits: PTO (personal & sick leave), Medical (50% employer contribution), Dental & Vision (employer paid), FAMLI, 401k plan with 3% match, potential annual bonus, paid volunteer time, and an annual Professional Development and DEIA contribution

Rocky Mountain MicroFinance Institute (RMMFI) is a business incubator and financing program focused on reimagining social and economic mobility. RMMFI relentlessly focuses on its North Star - *People are unstoppable forces. Life circumstances are real and sometimes overwhelming, yet they should not determine what we can do in the present or be in the future. We believe everyone should be free to make choices to activate the possible. RMMFI creates the space for communities and people of all backgrounds to realize their unique potential through the power of entrepreneurship.* More information about RMMFI can be found at www.rmmfi.org.

Description: The Development Coordinator will be part of a spirited, results-oriented Development team. This role is vital in supporting development initiatives and activities. Working with the Grant Development Manager, this role will assist in reaching departmental goals in donor stewardship and cultivation, grant writing and reporting as assigned, database maintenance and entry, event coordination, community outreach, research projects, and data collection.

Competencies and Responsibilities

Core Competencies

- **Writing:** Able to convey complex ideas and data using language that the intended audience will best understand, utilizing RMMFI's most up-to-date language, data, demographics, and metrics.
- **Decision Making & Judgment:** Makes timely and informed decisions that take into account the relevant facts, goals, constraints, and risks.
- **Research:** Identifies, collects, and organizes necessary data for departmental analysis and decision-making.
- **Accountability & Dependability:** Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.
- **Attention to Detail:** Highly organized, diligent, attends to detail, and pursues quality in accomplishing assigned work.
- **Development & Continual Learning:** Displays an ongoing commitment to learning and self-improvement through different opportunities.

- **Ethics & Integrity:** Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- **Influencing Others:** Influences others to be excited and committed to furthering the organization's mission, values, and objectives.
- **Relationship Building:** Builds working relationships (internally and externally) characterized by a high level of acceptance, cooperation, and mutual respect.

Primary Responsibilities:

- Proactively create and maintain an accurate, up-to-date Grant Cycle and Reporting Calendar.
- Assist in writing grant proposals and grant reports
- Assist in developing event opportunities as assigned
- Conduct research to help identify prospective new donors and proactively initiate first contact
- Prepare departmental reports as assigned
- Assist management in the development of fundraising goals and work to achieve and surpass these goals.
- Work with other departments to promote fundraising events and campaigns
- Conduct outreach and development-focused surveys to development funders, donors, sponsors, and key stakeholders
- Create and maintain a development-focused social media presence
- Coordinate and manage fundraising initiatives, activities and event planning, donor relationships, and administrative tasks related to the development department

Additional qualifications and requirements we are looking for:

- History of fostering positive relationships with current and potential funding or community partners
- 1-3 years of experience working in fundraising, grant writing, or project organization
- Familiarity with nonprofit CRM databases, Zoho preferred
- An understanding and willingness to learn the full Cycle of Philanthropy
- Ability to prioritize and manage several milestones and projects efficiently
- Able to convey professionally written correspondence with interpersonal skills when communicating with funders and partners
- Experience planning small to midsize events
- Comfortable working with a development team that offers support and autonomy
- Strong writing, editing, and presentation skills.
- Detail-oriented and able to manage and meet deadlines.
- Self-motivated and a team player and able to respond to multiple demands.

We understand that not everyone might meet all the qualifications and requirements. We encourage you to apply if you're interested and willing to learn.

RMMFI's Equity Commitment

RMMFI recognizes that in order to pursue our organizational mission and North Star we must approach our work by acknowledging the gaps and inequities that exist around us. We intentionally take part in conversations about structural racism as well as engage diverse voices in problem-solving and decision-making. We seek candidates that have similar mindsets and actively work towards equitable ways of thinking and working. We are committed to supporting our entrepreneurs in an equitable way.

To uphold our commitment to equity during the hiring process, RMMFI does not negotiate salaries. We decide candidates' salaries based on their unique skills and experience and the capabilities they bring to the organization. We acknowledge that some people are better at negotiations than others, and salary negotiation rewards those who are good negotiators. Not participating in salary negotiations allows for a just and equitable hiring process for all RMMFI employees.

Apply

If interested, please send a resume and writing sample (instructions below) to jobs@rmmfi.org with "Development Coordinator" in the subject line.

Writing Sample: Please submit answers to these questions as you submit your application.
Keep each answer to a maximum of 1000 characters per question.

1. Please review [RMMFI's North Star and Guiding Principles](#) and explain how our mission statement resonates with you and why.
2. What tools do you use to keep yourself organized?
3. Please describe your research process for finding new funders and grants.

Timeline

Applications are accepted until the position is filled. The expected start date is April 29th.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. In all their dealings, the Rocky Mountain MicroFinance Institute does not discriminate based on: age; ancestry; creed; color; mental or physical disability; gender; gender identity, expression or characteristics; marital status; national origin; political service or affiliation; race; religion; sex; sexual orientation; veteran status; or any other classification protected by federal, state or local law. RMMFI is also committed to an equitable and inclusive work environment.

Revised 25 April 2019