



611 N. Weber Street, Suite 200
Colorado Springs, CO 80903
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www.PEAKparent.org

EMPLOYMENT OPPORTUNITY WITH PEAK PARENT CENTER

Do you enjoy meeting new people? Have great fund development skills? Like being part of a progressive nonprofit organization that supports and empowers families of children with disabilities? If so, please consider helping PEAK Parent Center with their fundraising efforts!

Part-Time Position Available: Development Coordinator

PEAK Parent Center is looking to fill a part time Development Coordinator position. The Development Coordinator will assist the Executive Director in key tasks related to establishing fundraising initiatives for PEAK Parent Center.

Position specifics:

- Colorado Springs central office location (611 N. Weber, Suite 200, Colorado Springs, CO)
- 20 hours per week
- Starting salary between \$22-24 per hour, depending on skills and qualifications

Job Summary:

The Development Coordinator will be responsible for developing and implementing a fundraising strategy that aligns with PEAK's strategic plan. The strategy will focus on individual gifts, corporate and foundation support for operational funds, as well as meeting fundraising goals through increasing new donors and cultivating existing donors for additional support. The individual will provide vision, management, and execution of fundraising and development related activities for the organization in coordination with the Executive Director and Board of Directors and will help develop internal structures to support and foster funding growth. The end result will be an increase in both individual and corporate donors, as well as foundation support which will broaden PEAK's funding base, ensure that PEAK meets annual development goals, and provide sustainability for the organization.

PEAK Parent Center is designated by the U.S. Department of Education as the Parent Training and Information Center (PTI) for the state of Colorado. The mission of PEAK Parent Center is to provide assistance to equip families of children birth through twenty-six, including all disability conditions, with strategies to advocate successfully for their children. As a result of PEAK's services to families and professionals, children and adults with disabilities will live rich, active lives participating as full members of their schools and communities. Visit www.peakparent.org for more information about PEAK Parent Center.

Development Coordinator's Roles:

- Work closely with Executive Director and Board of Directors to develop annual and long-term fundraising targets and timelines.
- Keep Executive Director and Board apprised of current development initiatives and be guided by their directives.
- Create a comprehensive, strategic Development Calendar with activities and deadlines, and implement development tasks in a timely manner consistent with the Development Calendar and Executive Director and Board input.
- Cultivate targeted individual donors, business and corporate donors, and foundation support to secure a diverse and sustainable funding base for PEAK.
- Write grant proposals for designated corporate and foundation funding opportunities.
- In partnership with other PEAK staff and Board, plan and implement fundraising events.
- In partnership with other PEAK staff, assist with public relations and marketing.

- Abide by commonly accepted ethical fundraising practices, as set forth in the Association of Fundraising Professionals' Code of Ethics and the American Grant Writers Association's Code of Ethics and Professional Standards.
- Complete other duties or tasks as assigned.

Skills and Qualifications:

- At least 3 years of nonprofit fundraising experience with demonstrated ability to prospect, solicit, and acquire corporate and foundation support
- Proven track record with individual fundraising including running annual campaigns
- Undergraduate degree from a four-year college or university
- Outstanding interpersonal skills and ability to establish rapport and build trust with potential and established donors
- Demonstrated knowledge and understanding of all components of a diversified funding base
- Demonstrated ability to think strategically and problem-solve
- High level of initiative and motivation
- Ability to represent PEAK Parent Center enthusiastically demonstrating commitment to the purpose, principles, and processes of PEAK Parent Center
- Ability to maintain confidentiality and use appropriate judgment in handling donor information
- Verifiable experience working effectively with Boards of Directors
- Strong computer skills, especially with Microsoft Office programs
- Knowledge of and experience with donor database programs (such as Raiser's Edge, Donor Perfect, GiftWorks, etc.)
- Strong organizational, verbal, and written communication skills with demonstrated ability to create and monitor plans and timelines
- Positive, flexible attitude with attention to detail
- Ability to work under pressure, handle a variety of tasks and assignments, and work flexible hours, including evenings and weekends if requested to meet PEAK needs
- Hands-on and committed to excellent customer service
- Creative and capable of sending powerful messages via written or spoken communication
- Demonstrate success in acquiring, cultivating, and soliciting prospects for PEAK's programs in Colorado Springs, Denver, and across the state of Colorado
- Demonstrate a strong drive to be successful as a team and as an individual coupled with a personal commitment to families and children with disabilities

Preferences:

- Have a child with a disability (ages birth to 26), child receiving special education services in a Colorado public school or be a self-advocate with a disability preferred
- Bi-lingual (English and Spanish language skills) preferred

Other Requirements:

- Must have the ability to travel and to work long hours at conferences or events at designated times
- Must have access to internet
- Hold a current Colorado Drivers license and valid auto insurance
- Follow proper safety procedures when performing physical job tasks

To apply, please submit a letter of interest, a current resume, and the PEAK application form (available at <http://www.peakparent.org/volunteer.asp>), and contact information for three business references by **January 16 at 4:00 pm**. No phone calls please. Application packages are currently being accepted via mail, fax, or email to:

Email: humanresources@peakparent.org

Fax: (719) 531-9453 fax

PEAK Parent Center is an equal opportunity employer.

