



DEVELOPMENT COORDINATOR

www.EGFoundation.org

Job Title: Development Coordinator

Reports to: President

Type: Exempt Full-Time

Salary Range: \$59,000-\$63,000 commensurate with experience

ABOUT EMILY GRIFFITH FOUNDATION

Emily Griffith Foundation (EGF) provides educational and charitable funding for the support of students, faculty, staff, alumni, and programs of Emily Griffith Technical College (EGTC). Emily Griffith Technical College is the oldest technical and trades college in the state of Colorado and has some of the best post-secondary outcomes in the region, including 84% completion rate, 86% placement rate, and 99% licensure rate. The College serves approximately 10,000 students annually through its Career & Technical Education programs, Apprenticeships, and English Language Acquisition and Adult Ed classes.

Emily Griffith Foundation works to support the students and programs of the College through its robust and diversified fundraising efforts. We raise approximately \$1.8M annually through grant writing, individual donors, and other key opportunities. The funds we raise go towards student scholarships, wraparound support financial for students, and other capacity building projects at the College.

Emily Griffith exists at the intersection of equity, education, economic mobility, and opportunity in the Denver metro region. The College has always served students of every age, race and ethnicity, in every economic sector, and at every life stage with a singular vision: *Opportunity for All*.

POSITION SUMMARY & DESCRIPTION

The Development Coordinator plays a key role in advancing the mission of the Emily Griffith Foundation by supporting comprehensive fundraising strategies that generate approximately \$1.8M in annual revenue.

This position will focus on building and stewarding a broad base of community donors (those contributing <\$1,000) while also supporting major donor initiatives led by the President and Director of Grants & Communications. This person will also manage the disbursement of the Student Essentials & Emergency Fund and other initiatives that directly support student success. In addition, responsibilities will include managing the donor database (Salesforce), leading a new initiative around alumni engagement efforts, and assisting with events and corporate partnerships.

This is a highly collaborative, detail-oriented role ideal for someone who is passionate about workforce education, has strong organizational and communication skills, and thrives in a mission-



driven environment. The Development Coordinator works closely with the President and Foundation staff, College leadership, and external stakeholders to build relationships, strengthen fundraising infrastructure, and grow community support for Emily Griffith Technical College.

The right candidate is fun, personable, and flexible which is matched by their strong sense of accountability and excellent organizational skills. In this position, there is ample opportunity for autonomy in revising existing processes, creating new projects, and trying out new ideas. Our organizational culture encourages innovation, and we will provide you with meaningful support and reinforcement to grow your skills!

RESPONSIBILITIES AND DUTIES

Don't match 100% of the job qualifications? Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Fundraising Efforts (45%):

- Community and Sustaining Donors
 - Support the growth and retention of individual donors through consistent outreach, stewardship, and communications.
 - Assist with giving campaigns, including preparing donor lists, coordinating communications, and developing acknowledgment letters.
 - Support planning and execution of Colorado Gives Day and year-end giving.
- Event Sponsorship & Corporate Engagement
 - Support efforts to build and maintain strong corporate partnerships and event sponsorships.
 - Play integral role in outreach and follow-up for event sponsors and attendees at EGF's signature event Women at Work, including managing benefit fulfillment and tracking sponsor commitments.
 - Provide support for other corporate partnership opportunities, including research, relationship management, and communications.
 - Maintain accurate tracking and reporting of sponsor activities and ensure timely recognition and follow-up.
- Alumni Engagement
 - In coordination with EGTC, assist in launching and growing EGF's new alumni engagement program.
 - Provide administrative support to implement the alumni engagement plan, including potential event management, outreach, and affinity group coordination.
 - Support long-range alumni engagement strategies that foster connection and participation.
 - Assist in gathering alumni stories and content for digital and print communications.



Donor and Database Management (15%):

- Maintain accurate donor records in Salesforce to ensure timely acknowledgments and personalized stewardship.
- Processing Gifts & Data Entry: Accurately input and maintain donations and donor information in Salesforce, ensuring confidentiality and data integrity.
- Gift Acknowledgement: Generate and send timely and personalized donor acknowledgment letters.

Essentials & Emergencies Fund and other College Initiatives (20%)

- Manage logistical components of the Student Essentials & Emergencies Fund, including emergency financial requests, food pantry coordination, and tracking disbursements to ensure timely and equitable student support.
- In coordination with EGF and EGTC staff, provide support for other donor-directed initiatives at the College.

Communications and Digital Support (10%)

- Support the Director of Grants & Communications in maintaining EGF's digital presence, including social media and email communications.
- Maintain organization's profiles on key online resources and databases, as well as supporting maintenance and messaging of EGF's website, to ensure accuracy, consistency, and compliance.

General & Administrative (10%):

- Participate in weekly team meetings and one-on-one meetings with EGF President
- Participate in annual budgeting process
- Attend Board and committee meetings as needed
- Perform other related duties as assigned by the President

QUALIFICATIONS, SKILLS, & ABILITIES

- Experience in the non-profit sector preferred, but not required
- Innate sense of accountability to your work, colleagues, and the organization
- Excellent written, verbal, and interpersonal communication skills
- Strong professional presentation skills, with the ability to confidently and clearly articulate information to funders, board members, students, and community partners



- Demonstrated ability to build and maintain positive relationships with individuals from a wide variety of backgrounds, identities, and lived experiences—including a highly diverse student body
- Cultural humility and an inclusive approach to communication and collaboration
- Impeccable organizational skills and attention to detail
- Ability to work both independently and collaboratively within a small, mission-driven team, demonstrating adaptability and versatility in a fast-paced environment
- Passion for the mission and vision of Emily Griffith Technical College and Emily Griffith Foundation
- Energetic, positive attitude, good sense of humor, and a low tolerance for drama
- Proficiency in Microsoft Office and Google Workspace platforms
- Experience with Salesforce or similar CRM system necessary
- Ability to maintain a high level of confidentiality and discretion

WORK ENVIRONMENT

- Ability to work at a computer for long periods of time
- Use of standard office equipment such as computer, mouse, keyboard, and printer
- Technology literacy, including ability to proficiently use computers, software, and internet
- Ability and willingness to work evening hours or weekends when required
- Access to reliable transportation sources to travel to offsite meetings when necessary
- Emily Griffith Foundation staff are in the office a minimum of 3–4 days per week, with the potential to work remotely 1–2 days per week based on performance, time in role, and ability to manage responsibilities independently.

COMPENSATION AND BENEFITS

The compensation for the Development Coordinator is a salary range of \$59,000-\$63,000 and is commensurate with experience. Benefits include 85% of employee healthcare premiums covered, retirement benefits, monthly cellphone reimbursement, flexible work schedule, parking, and generous PTO.

We recognize that diverse teams make the strongest teams. Emily Griffith Foundation is committed to building a team that represents and reflects our community through a diversity of race, ethnicity, age, sexual orientation, gender, and gender identity. Emily Griffith Foundation is an Equal Opportunity Employer.

Please send a cover letter and resume to info@egfoundation.org . No phone calls please.