



Development Coordinator JOB DESCRIPTION

BACKGROUND

[Denver Urban Gardens \(DUG\)](#) started as a grassroots movement in the late 1970s and was formally incorporated as a 501(c)(3) non-profit organization in 1985 to support Denver residents in creating sustainable, food-producing neighborhood community gardens. Over the past 35+ years, our network of community gardens has expanded across six metro Denver counties. We currently oversee 200 [community gardens](#), including 66 [school-based community gardens](#), and 20 [food forests](#) and offer [youth programming](#), [skill-building workshops for adults](#), [community-centered events](#), [volunteer workdays](#), [free and reduced-cost seeds and seedlings](#), and [compost training](#).

DUG's **mission** is to provide the access, skills and resources for people to grow healthy food in community and regenerate urban green spaces.

Our **vision** is a sustainable urban future where people are deeply and directly connected to the earth, each other, and the food they eat.

The Development Coordinator will play an active role in supporting a wide range of fundraising activities, with special emphasis on grants administration, database management, donor stewardship, and fundraising support for our growing team. You'll frequently be tasked with problem-solving and/or providing customer support to donors, and will tackle a variety of tasks, from routine to complex. We are looking for a flexible self-starter who enjoys working in a dynamic team environment and embraces the value of community and cultivating relationships with people from a variety of backgrounds and lived experiences.

ESSENTIAL JOB DUTIES

This position reports to the Sr. Director of External Affairs.

Grant Administration Support - 40%

- Accurate and timely tracking of deadlines, applications, and reports using a comprehensive grants calendar and Salesforce database
- Support the grant application process by gathering necessary documents and ensuring timely submissions
- Maintain organized and up-to-date electronic grant files
- Manage small (<\$10,000) grants from prospecting to final submission
- Work with Finance staff for smooth data-sharing between the donor database and the accounting system
- Submit grant applications and reports using online portals and/or other methods required by funders and follow up with funders, as necessary

- Research and vet funding opportunities using grant guides, online resources, and recommendations from staff and partners
- **Fundraising Support - 40%**
 - Manage development data in Salesforce to ensure data integrity and quality; work with IT Manager and Salesforce contractors on updates, integrations, and troubleshooting
 - Ensure accurate and timely entry of gifts (opportunities), payments, and contacts
 - Work with staff to ensure all in-kind gifts are accurately tracked, entered in Salesforce, acknowledged, and provide monthly in-kind reports detailing usage to Finance
 - Manage donor stewardship activities, ensuring that donors are quickly and appropriately acknowledged, and supporting staff/board with assigned stewardship tasks
 - Provide ongoing support and communication for members of DUG's monthly donors
 - Generate lists, exports, and reports using routine and custom queries
 - Work with team to create gift entry processes and procedures and update, as needed
 - Train and support staff on database use as needed
 - Ensure accurate and timely handling and acknowledgement of gifts
 - Assist with the implementation of fundraising activities and campaigns, including revenue tracking and reporting
 - Assist with funder and partner proposals and presentations
 - Coordinate logistics and lists for physical mailings and email campaigns/outreach
- **Event Support - 15%**
 - Assist events manager with planning and logistics for a variety of fundraising and stewardship events, including supporting live and silent auctions by soliciting/tracking items, providing day-of support, assisting with RSVPs and guest lists, etc.
 - Support event data entry, ensuring that invites, attendance, costs, related gifts, etc., are tracked accurately
 - Assist with event evaluations and reporting
- **Other - 5%**
 - Provide backup support to office manager, answering phones and greeting guests as needed
 - Provide administrative and data support for other programs and special projects as needed/assigned
 - Engage in professional development opportunities to gain knowledge of the nonprofit sector and the field of fundraising
 - Administrative tasks as needed and required of all roles (tracking and submitting hours, spending reports, mileage, etc.)

REQUIRED SKILLS, EXPERIENCES + QUALIFICATIONS

- Two or more years of experience with fundraising databases and/or grants administration in either a paid or volunteer capacity
- High level of attention to detail and accuracy
- Excellent project management skills, including ability to work with others to meet deadlines
- Excellent written and verbal communication skills
- Strong problem solving skills with a high degree of flexibility and adaptability as a self-starter

- Excellent interpersonal skills, ability to effectively and respectfully work with and interact with diverse community members
- Experience with Google Workspace and Excel
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias
- Schedule flexibility, with occasional attendance at evening and weekend events required
- Ability to maintain discretion and confidentiality, as needed
- Qualifying pre-employment background check

PREFERRED SKILLS

- Salesforce (NPSP) experience

COMPENSATION + BENEFITS

Starting compensation is \$24-\$26/hr, full-time non-exempt, fully benefited position based on experience and skill set. Benefits include paid holidays, vacation, and other personal time off, as well as generous employer-sponsored health and dental insurance plans.

DUG offers professional learning opportunities in Horticulture, Urban agriculture, Food Access, Health & Wellness, Climate Action, Community Garden building & education, Community Garden establishment and support, and School Gardens. There is potential for opportunities for advancement within Denver Urban Gardens as our programming expands.

DEPARTMENT: Development

HOW TO APPLY

Please send your resume to jobs@dug.org with DEVELOPMENT COORDINATOR in the subject line.

In your cover letter, please address the following questions:

- 1) Why are you interested in this position?
- 2) What makes you well suited to be successful in this role?

Application closing date: April 30, 2024

EQUITY STATEMENT

DUG centers equity as one of its organizational values and we value diversity — in backgrounds and in experiences. We believe food is a universal right, and we need people from all backgrounds and swaths of life to help build the future of our food system.

We are an Equal Opportunity Employer and our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. All of our employee's points of view are key to our success, and inclusion is everyone's responsibility.

Thank you for your interest in our organization and community.