



Creating a Culture of Belonging For Colorado Youth
thekivacenter.com

Position Summary:

- Working Title: Development Operations Coordinator
 - Work Environment: Mostly Remote with occasional events and attendance at work functions in Longmont/Boulder.
 - Part time, 24 hours/week
 - Salary: \$3000/month, and the position is eligible for opportunities to earn performance-based bonus compensation.
 - Benefits: Paid Sick Time, \$100/month QSEHRA stipend
 - City: Boulder/Longmont
 - State: Colorado
-

Job Summary

We are seeking an outstanding leader to join our team as our new Development Operations Coordinator. The successful candidate will be an integral part of a productive and supportive team, be eager to learn new skills, possess a collaborative spirit, and be willing to pitch in where needed.

This candidate will be passionate about our commitment to helping kids build a sense of belonging in their communities and helping end the epidemic of isolation and loneliness. This position will support [The Kiva Center](#) (TKC)'s workflow in the areas of development, office operations, and communications. S/he/they will be a thought partner to the Executive Director and Board Fundraising Subcommittee members. The individual in this role must exercise judgment and independent initiative in dealing with issues, especially those requiring discretion and confidentiality.

Expectations for All Kiva Employees and Interns

Support the Kiva Center mission and exhibit a commitment to:

- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities
- Embracing personal responsibility and accountability for your health and well-being, including but not limited to physical and mental health.
- Positively representing The Kiva Center and families by being a mature and positive role-model.
- A firm commitment to continuous learning in all aspects of life, including but not limited to, communication, goal setting, accountability, responsibility, etc.

Who We Are

The Kiva Center is a nonprofit organization with programs in the Front Range corridor that addresses modern challenges of isolation, diverse learning needs, and 'nature deficit disorder' by providing enriching community experiences for youth and families. It launched in the summer of 2014 as a response to a community call for more engaging nature-connection experiences for kids.

The Kiva Center's mission is to **build inner-strength and compassion in Colorado's youth through transformational nature-connection experiences**. Kiva builds confidence and self-esteem in youth through nature connection. Our approach is to provide transformational educational experiences and a place of community and belonging for diverse learners. We currently have a robust homeschool enrichment program, two after school programs in Denver (with more coming in Longmont), and in-school programming. Our programs have reached over 1500 students since 2014.

Principal Responsibilities:

Development & Operations (60%)

- Manage the CRM database.
- Provide quality assurance for maintaining database integrity.
- Accurately process donations and generate timely and accurate gift acknowledgment letters and tax receipts.
- Aid in grants research and reporting for grant funders.
- Draft correspondence, appeal letters, and reports as requested.
- Respond to inquiries from donors and funders and liaise with the Executive Director as needed.
- Steward relationships with current donors
- Acquire new donors
- Organize and lead community and fundraising event planning

Community Relations (20%)

- Developing and stewarding company/corporate sponsorships/partnerships
- Networking through Longmont Chamber events and other community networking spaces like Rotary clubs

Communications (15%):

- Create and distribute monthly newsletters.
- Manage, update, and curate website content.

Administrative Assistance (5%):

- Work alongside Executive Director to support with various administrative tasks, which may include:
- Interfacing with bookkeeper and accountant to keep books up-to-date
- Yearly business filings with State of Colorado
- Submit Colorado Secure Savings Payments
- File quarterly reporting with unemployment insurance and FAMILI
- Pay and manage liability and workers comp insurance (additional insured)

Minimum Qualifications:

- Share our commitment to and passion for deep care for nature and people
- Associate's or Bachelor's degree, or equivalent experience in a related field.
- 3-5 years of nonprofit fundraising experience at a management level, leading high-performing teams with a demonstrated ability to secure individual and major gifts and meet objectives
- Must be a skilled fundraiser, exceptional communicator and a person who works collaboratively with and through others to achieve success

- Excellent written and oral communication skills, including the ability to present and speak comfortably and compellingly with donors about the potential impact of their philanthropic investments in TKC.
- Demonstrated skills in planning, developing and producing events and special projects
- Must be organized, prepared, detail-oriented, have excellent time-management skills, and follow through on commitments
- Must adhere to the highest ethical standards, demonstrate an empathetic disposition and perseverance, and convey sensitivity to the needs of donors
- Exceptional relationship and trust building, communication, listening and personal engagement skills
- Ability to work independently and manage multiple tasks simultaneously with thoroughness, accuracy, timeliness, professionalism and a positive spirit
- Excellent computer skills. Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), Google Apps (Sheets, Docs, Drive) and CRMs.
- Superb writing, proofreading, and editing skills
- Familiarity with regional and local funders is a plus

What you will need to do:

- Desire to receive feedback and work with it intentionally
- Self-driven with a willingness to learn new skills in order to achieve a goal
- Work well independently, cooperatively, and strategically in a team environment
- Respectfully overcome obstacles and/or resolving conflicts as they arise
- Have high capacity for adapting to change; an ability and willingness to work in a constantly evolving, complex environment
- Demonstrate strong problem-solving and decision-making

Other Requirements

- Must have a vehicle to transport yourself to and from work events.
- Must live in close proximity (within a 30 minute drive) to Longmont or Boulder, CO

Application Instructions

To apply, please send an email to kasey@thekivacenter.com with the subject line “DevOps Position,” and attach the following materials:

- A current resume.
- A cover letter that specifically tells us how your background and experience align with the requirements, qualifications, and responsibilities of the position.
- A writing sample of a newsletter, and/or an appeal letter you have authored.
- Contact information for three references.

Equal Employment Opportunity

The Kiva Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.