



## Development and Communications Coordinator

### Development and Communications Coordinator Role

As the Development and Communications Coordinator, you will assist the department in planning and executing of Special Events, Annual Giving, and outreach/communications. This includes five special events where the Coordinator will be involved in event logistics, volunteer management, technology management, and sponsorship solicitation with the entire Development team. These events are budgeted to raise \$1 million in 2023.

Annual campaign support will include mailings, digital, and personal solicitations to request donations to support the mission of Scouting. This position will also develop and lead the Colorado Gives Day efforts which raises over \$200,000. In addition to fundraising, this person will lead the production of the Council newsletter and social media initiatives.

If you are looking to gain experience in non-profit organizations, while joining a mission driven, fun team, then this job is for you!

### Qualifications

- Bachelor's Degree and 1+ years of experience in fundraising, marketing, or event planning
- Able to operate both independently and as an active participant in team-based strategies
- Excellent written and verbal communication, and presentation skills
- Previous experience or willingness to learn how to write grants
- Experience in social media, websites, and light graphic design
- Possesses excellent relationship management and interpersonal skills; the ability to work effectively with donors, corporate leaders, volunteers, and staff.
- Able to work varied hours when necessary to achieve positive objectives
- Believe in the BSA and subscribe to its principles and standards

### Compensation and Benefits

The Greater Colorado Council offers a benefits package considered to be among the best in the nonprofit sector. The package includes major medical, dental, vision, and prescription coverage in addition to long-term disability, accident, life insurance, and a matching contribution plan towards your retirement. The starting range is \$48,000 -60,000 annually based on qualifications

To learn more about working with the Boy Scouts of America, visit the national employment page on the Boy Scouts of America website at [www.scouting.org](http://www.scouting.org). To apply for this position, submit your resume and cover letter to Lisa Unger at [Lisa.Unger@scouting.org](mailto:Lisa.Unger@scouting.org).