



### **Full or Part-Time Development Coordinator Position**

Raising A Reader Aspen to Parachute (RAR) engages children ages 0- 5 in daily book sharing with their parents to foster healthy brain development, parent-child bonding, and early literacy skills critical for school and life success. FocusedKids offers brain empowerment programming for youth ages 0- 10, parents, teachers, and community partners. Together, they focus on the literacy, learning, health, and well-being of the youngest and most underserved children to ensure that all children in our region succeed in school and life.

**Raising a Reader and FocusedKids seek a dynamic development coordinator to split 50/50 the fundraising efforts and grant writing needs of both organizations.**

The development director will collaborate with both organizations to propel their fundraising goals, assist with grant writing, support their executive directors with donor outreach, and guide their program growth. *The ideal candidate will have a strong understanding of the nonprofit sector in the Roaring Fork Valley.*

#### **Position Objectives:**

- Collaborate and coordinate with both organizations on fundraising and grant writing
- Increase revenue through donor development, grant writing, and fundraising
- Use of common donor software for both organizations

#### **Preferred Skills and Qualifications:**

- Experience and proven success in fundraising, including grant writing
- Detail-oriented, self-directed, organized, team player, and personable
- Strong written and oral communication skills
- Hold a Bachelor's degree or greater or demonstrable equivalent experience
- Experience working with boards and non-profit management

#### **Compensation:**

- Salary position \$30,000-\$60,000 a year based on experience and whether full-time or part-time
- Hours: 16-32 hours/week
  - Possible full-time, flexible 4-day a week, 32 hours a week schedule
  - Possible part-time, flexible 2-day a week, 16 hours a week schedule
- Potential for increase in salary based on outcomes
- Opportunity for health benefits stipend and IRA retirement opportunity

Please submit a resume and a letter of interest to [amanda@focusedkids.org](mailto:amanda@focusedkids.org)

**Anticipated Start Date: April 1, 2024.** Applications received before March 22, 2024 will receive priority consideration. Additional applications may be reviewed on a rolling basis thereafter until a candidate is appointed. **This position is open until filled.**

*Raising a Reader and FocusedKids are dedicated to finding an energetic, motivated team member passionate about elevating two small non-profit organizations committed to our community's children, families, and teachers. Both organizations are equal-opportunity employers.*