



## JOB DESCRIPTION

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### **Campaign Coordinator, Colorado Combined Campaign**

This position is a member of the Community Shares of Colorado staff responsible for coordination of the Colorado Combined Campaign (CCC). Target Start Date: March 2015

## OVERVIEW

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Since 1988, State of Colorado employees have donated nearly \$30 million through the Colorado Combined Campaign. Each year the 50,000+ State of Colorado employees are invited to make voluntary, tax deductible gifts via paycheck contributions, cash, check, or credit card to 700 participating local nonprofit organizations.

The CCC Campaign Coordinator assists the Executive Director and the CCC Advisory Committee in managing an efficient and successful Colorado Combined Campaign. An ideal candidate will have the experience and skills to manage multiple ongoing projects and ensure excellent communication with internal and external stakeholders. Additionally, the ideal candidate will have a background in or experience with marketing and social media. Individuals who are most successful team members at Community Shares are committed to working in a team setting and are eager to accept new challenges. This position requires close attention to detail, the ability to set priorities and meet deadlines, and work efficiently and independently.

## CORE RESPONSIBILITIES

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- Create and maintain internal organizational infrastructure and project management processes that ensure effective campaign management and clear communication with all stakeholders
  - Direct processing of all campaign donations including data entry, donor acknowledgement, and distribution of donor information to participating federations and nonprofit organizations
  - Responsible for accuracy, confidentiality, and timely entry of donor records
  - Manage the development, production and editing of print CCC promotion and pledge materials
  - Maintain the online giving tool available to donors
  - Maintain the CCC website and social media accounts
  - Design and manage newsletters, brochures and other marketing materials
  - Provide exemplary customer service for a diverse set of CCC stakeholders
  - Schedule nonprofit representatives to speak at campaign events across the state
  - Manage production of tools, promotional materials, and programs needed to attract and retain workplace donors
  - Coordinate successful meetings and events including securing vendor contracts, drafting agendas, taking notes, and providing effective pre- and post-meeting/event communications to all participants
  - Plan and coordinate the Campaign Director's meeting and travel schedule
  - Manage the annual nonprofit application process to ensure participating nonprofits are in compliance with campaign requirements as stated in the CCC bylaws
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## WE SEEK THE FOLLOWING TALENTS

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- Ability to create and manage internal campaign structures with an eye towards accuracy and efficiency
- A “team mindset” and comfort working with a wide variety of stakeholders including volunteers, donors, and nonprofit representatives
- Contagious enthusiasm and positive approach to customer service
- Excellent energy and presence on phone calls
- Clear and concise communication skills
- An eye for detail and high expectations for the quality of communication pieces

## PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE

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- Bachelor’s degree or four years of successful professional experience
- Experience in resource development, membership relations, or project management
- Proven experience in playing a coordinating role managing multiple projects with a wide variety of stakeholders
- Data management experience and accurate oversight of a contacts database
- Microsoft Office experience including basic desktop publishing and the ability to perform mail merges

## PHYSICAL REQUIREMENTS TO PERFORM RESPONSIBILITIES

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Ability to operate computer systems, manage phone calls, and travel to and from meetings and appointments in locations across the state at times when public transportation is unavailable.

## WORK ENVIRONMENT

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Open office workspace with computer and phone. The work entails a mix of office duties (including sitting at a desk perhaps for long periods of time) and external meetings. Community Shares is located within the Colorado Collaborative for Nonprofits at 789 Sherman Street in Denver.

## COMPENSATION

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The compensation for this position is based on a coordinator-level position working with the guidance of the Campaign Director in an established fundraising structure. The starting salary range is \$32,000 - \$36,000 depending upon experience. CCC staff members will be eligible for Community Shares’ full benefits package.

## APPLICATION PROCEDURE

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Please email a résumé and cover letter specifically addressing your interest in the Campaign Coordinator position to [jobs@coloradocombinedcampaign.org](mailto:jobs@coloradocombinedcampaign.org) with the subject “CCC Campaign Coordinator.” The cover letter may be addressed to [Nina Sundell, Executive Director, Colorado Combined Campaign](#). The position will remain open until filled. Any questions regarding the position should be sent via email to [jobs@coloradocombinedcampaign.org](mailto:jobs@coloradocombinedcampaign.org).

For more information about Community Shares of Colorado, please visit [www.cshares.org](http://www.cshares.org).

For more information about the Colorado Combined Campaign, please visit [www.colorado.gov](http://www.colorado.gov) and search “CCC.”

*Community Shares of Colorado does not discriminate against individuals on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation, gender expression, marital status, military status, veteran status, physical or mental disability or any other unlawful basis in the administration of services, employment, volunteers, membership or leadership. The Corporation provides equal employment opportunities to all individuals based on qualifications related to the position and the ability to perform the job.*