



JOB ANNOUNCEMENT: Development Coordinator

The Colorado Golf Association is seeking to fill our vacant Development Coordinator position. This is an exciting opportunity for someone interested in the golf industry, resource development, and marketing to work closely with the CGA Chief Development Officer to engage donors and sponsors of the CGA. This position will provide administrative, fundraising, and communications support within our small fundraising team. This role will interact with CGA staff, community donors, and sponsors and demonstrate superior customer service, interpersonal, database, and written skills.

Reports To: Chief Development Officer of the Colorado Golf Association

Support To: CEO, Board Fundraising Committee; Major Gifts Officer

Department Core Functions: Development, Fundraising Events, Annual Fund, Sponsorship Deliverables

PRIMARY JOB RESPONSIBILITIES and EXPECTED OUTCOMES:

- Key responsibility will be administrative support for the CGA fundraising operations including, but limited to, annual fund, direct mail, fundraising golf tournament, auction, raffle and major gift activities.
- Manage donor correspondence including thank you letters, solicitations and ongoing emails and letters.
- Maintain donor database using HubSpot to record donor gifts, interactions, and correspondence.
- Provide administrative support, promotion, and execution of current and future fundraising activities.
- Collaborate with CDO and departments to support communication and marketing needs to promote the philanthropic objectives of the CGA's strategic plan.
- Work with corporate sponsors to fulfill contract expectations and marketing/advertising deliverables.
- Become CGA Certified Games Manager to support and conduct annual state-sanctioned raffle. Complete all state requirements to receive approval and fulfillment of raffle activities.
- Attend committee meetings and complete minutes and administrative support for board members.
- Assist in the development of written materials and production of physical materials for donor and member events to highlight CGA programs, community partners and advocacy initiatives. (e.g. articles, videos, emails, brochures, banners and large displays, marketing materials, etc.)
- Coordinate with communications team to develop stories/content for CGA Social Media platforms (*Facebook, Twitter, YouTube, LinkedIn and other platforms as necessary*).

MINIMUM JOB REQUIREMENTS:

- Self-motivated individual with strong work ethic and enthusiasm.
- Computer literate using Microsoft Office Suite, some database experience helpful.
- Excellent written and oral communication skills.
- Good organizational skills and ability to take direction.
- Must possess or be able to obtain a valid Colorado driver's license, provide proof of a safe driving record and maintain a safe driving record and a Colorado driver's license for continued employment.
- Ability to pass a background check.
- High School Diploma
- Experience in office administration
- Fundraising, marketing and communications experience preferred

COMPENSATION AND BENEFITS

Salary Range: \$23.00 - \$25.00 per hour, non-exempt

Benefits:

- Health Insurance – CGA pays 50% of premium for employee, employee + spouse or family.
- Holiday Pay –10 days paid leave for holidays plus “bonus” days between Christmas and New Year.



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- Accrued PTO - New hires accrue 10.00 hours of PTO per month.
- 401k – CGA matches up to 4% of employee contribution.
- Dental – CGA pays 100% of dental premium.
- Vision – CGA pays 100% of vision premium.
- Life Insurance – CGA pays 100% of premium on \$25,000 life insurance policy.
- HRA – CGA will pay up to \$2,500 for qualifying out of pocket medical expenses.
- Mileage reimbursement for travel outside events.
- Mobile Office Allowance –\$100 per month stipend for cell phone and Internet.
- CGA provides all employees with COSTCO membership.
- Hybrid work environment
- All CGA employees have access to CommonGround Golf Course at no cost (golf, practice facility and Kid's Course) on a space-available basis.

Colorado Golf Association is committed to creating a diverse and inclusive working environment and is proud to be an equal-opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, veteran status, or non-merit factors.

TO APPLY

Email the following documents to Ryan Smith, Chief Development Officer | rsmith@coloradogolf.org

- 1) Cover letter
- 2) Resume and include three professional references

Position open until filled.

About the Organization:

Colorado Golf Association – Mission: The CGA's mission is to make golf and all it offers available to everyone. This includes services such as handicap management, course rating, events, clinics, tournaments, membership, and community outreach programs. The CGA is licensed by the United States Golf Association as the "Allied Golf Association" of record for the state of Colorado. More than 98,000 members enjoy all that the CGA has to offer.

Colorado Golf Foundation – Mission: To provide funding for Colorado-based golf organizations and programs that use golf to build important life skills and character, with an emphasis on instilling hard work and self-reliance in young people. *Vision* - Inspiring young people on the course and in the classroom across Colorado.