

# FELLOWSHIP DESCRIPTION

The information below will be available to all fellowship applicants.  
Please type or paste responses directly into boxes, which will expand to fit.

**Organization name:** One Colorado Education Fund

**Location (city/state):** Denver, Colorado

**Organization's website:** One-colorado.org

**Yearlong Fellowship**  
(June 2018-May 2019)

**Summer Fellowship**  
(June-August 2018)

**Organization Mission/Goals (100 words or less):**

*May include a bulleted list of priorities or initiatives, in addition to mission statement.*

One Colorado Education Fund (OCEF) is a statewide organization dedicated to securing and protecting equality and opportunity for lesbian, gay, bisexual, transgender, and queer (LGBTQ) Coloradans and their families. OCEF's vision is a fair and just Colorado. A partner organization to OCEF, One Colorado (OC), is a 501(c)(4) that conducts lobbying and advocacy efforts. While they pursue a similar vision, separate boards of directors and by-laws govern One Colorado (OC) and One Colorado Education Fund. In addition to OCEF's main office in Denver, OCEF has field staff in Colorado Springs, Durango and Grand Junction that builds local support with a volunteer network. One Colorado Education Fund's current priorities are: safe schools, health equity, protecting victories, and transgender rights.

**Title of PIFP Fellow:** Development Fellow

**Primary responsibilities of PIFP fellow (bulleted list; 100 words or less):**

The Development Fellow will work in collaboration with the Development Manager and Development Director to implement a comprehensive fundraising strategy, the main focus of which is a major fundraiser. The Development Fellow will carry out a full range of development activities to cultivate an active and diverse support base.

Specifically, the Development Fellow will:

- Identify and solicit silent and live auction donations

- Maintain relationships with auction donors and manage gift acknowledgement process
- Assist Development Director and Development Manager with day-to-day operations
- Manage a fundraising database and acknowledge gifts in a timely manner
- Work with communications staff to implement online fundraising campaigns as needed
- Support and track direct mail solicitations
- Identify and develop marketing opportunities to promote and brand the organization
- Provide regular assessments, analysis, and projections of activity, income, and pledges

**Qualifications sought in PIFP fellow (bulleted list; 50 words or less):**

Include **Required** and **Preferred** sections, if applicable.

We seek an enthusiastic self-starter with high energy, a “can do” attitude, and a commitment to social justice. They must be independent and easily adapt to a fast-paced environment, so flexibility and resourcefulness are vital. This person will be capable of taking responsibility for specific goals within designated time frames and will be able to coordinate multi-task initiatives to successful conclusion. We seek candidates who have strong verbal communications skills, a demonstrated ability to write clearly and persuasively. The successful candidate will have exceptional “people skills” that will be used to work effectively with Board members, colleagues, donors, and volunteers. Good computer skills are essential, preferably with a basic familiarity with database programs. Because of the nature of the position, some evenings and weekend work will be required in a fast-paced, growing organization. Candidates should also have a reliable form of transportation to and from work and for getting around the city.

**Areas of skill/experience/background required in PIFP fellow:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Accessibility/disabilities             | <input checked="" type="checkbox"/> Event Planning              | <input type="checkbox"/> Politics                            |
| <input type="checkbox"/> Activism                               | <input type="checkbox"/> Finance/business                       | <input type="checkbox"/> PR/communications                   |
| <input checked="" type="checkbox"/> Advocacy                    | <input checked="" type="checkbox"/> Fundraising/development     | <input type="checkbox"/> Public speaking                     |
| <input type="checkbox"/> Campaigning                            | <input type="checkbox"/> Government                             | <input type="checkbox"/> Qualitative research                |
| <input type="checkbox"/> Children’s issues                      | <input type="checkbox"/> Healthcare/health sciences             | <input type="checkbox"/> Quantitative research               |
| <input checked="" type="checkbox"/> Civil rights/social justice | <input type="checkbox"/> Human services                         | <input type="checkbox"/> Reproductive rights/freedom         |
| <input type="checkbox"/> Coalition work                         | <input type="checkbox"/> Journalism/publications (print/online) | <input type="checkbox"/> Social science research/methodology |
| <input type="checkbox"/> Community/political organizing         | <input type="checkbox"/> Law                                    | <input type="checkbox"/> Statistical analysis                |
| <input type="checkbox"/> Criminal justice                       | <input type="checkbox"/> Legislative process                    | <input type="checkbox"/> TV/radio                            |
| <input type="checkbox"/> Customer service                       | <input checked="" type="checkbox"/> LGBTQ issues                | <input type="checkbox"/> Volunteer management                |
| <input type="checkbox"/> Data analysis                          | <input type="checkbox"/> Lobbying                               | <input type="checkbox"/> Other: _____                        |
| <input type="checkbox"/> Digital media                          | <input type="checkbox"/> Marketing/sales                        | <input type="checkbox"/> Other: _____                        |
| <input type="checkbox"/> Diversity/inclusion                    | <input type="checkbox"/> Performing/fine arts                   | <input type="checkbox"/> Other: _____                        |
| <input type="checkbox"/> Domestic violence issues               | Policy:   |  |
| <input type="checkbox"/> Economics                              | <input type="checkbox"/> Education                              |  |
| <input type="checkbox"/> Editing                                | <input type="checkbox"/> Environment                            |  |

- Education
- Environmental issues

- Fiscal
- Health
- Legislative
- Other: \_\_\_\_\_

**Technology skills *required* in PIFP fellow:**

<input type="checkbox"/> Adobe Creative Suite <i>(Acrobat, InDesign, PhotoShop)</i>	<input type="checkbox"/> Graphic design <i>(infographics, etc)</i>
<input type="checkbox"/> Blog platforms <i>(WordPress, Blogger)</i>	<input checked="" type="checkbox"/> Microsoft Office Suite <i>(Word, Excel, PowerPoint)</i>
<input type="checkbox"/> Database management <i>(Salesforce, GiftWorks, Wild Apricot)</i>	<input type="checkbox"/> Video/film production
<input type="checkbox"/> Digital marketing/outreach <i>(Twitter, Instagram, Facebook, etc)</i>	<input type="checkbox"/> Website design/management <i>(WordPress, SquareSpace, etc)</i>
<input type="checkbox"/> E-newsletter platforms <i>(MailChimp, Constant Contact, Vertical Response)</i>	Other: _____
<input type="checkbox"/> GIS	Other: _____

**Certifications  
*Required:***

WFA   
  WFR   
  First Aid   
  CPR  
 Other: \_\_\_\_\_

**Language Skills  
*Required:***

English   
  Spanish  
 Other: \_\_\_\_\_