

## 2022 Summer Fellowship Job Description

|  |  |
|--|--|
| Organization:                            | <b>One Colorado</b>  |
| Organization City/Primary Work Location: | Lakewood   |
| Website URL:                             | <a href="http://www.one-colorado.org">www.one-colorado.org</a> |

Organization Mission Statement (and any other relevant information you feel would be helpful to understanding the organization):

**A Fair And Just Colorado For All**  
 One Colorado is the state’s leading advocacy organization dedicated to advancing equality for lesbian, gay, bisexual, transgender, and queer (LGBTQ) Coloradans and their families. We effectively advocate for LGBTQ Coloradans and their families by lobbying the General Assembly, executive branch, and local governments on issues like safe schools, transgender equality, relationship recognition, and LGBTQ health and human services.

### Fellowship Overview

Fellowship Overview:

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

This position will be:

Hybrid- must be able to come to the office

A typical week as a PIFP fellow in our office will look something like this:

40% Silent Auction Management  
 - Organizing silent auction packages  
 - Soliciting new and past silent auction sponsors  
 - Maintaining a system to organize and track all incoming silent auction donations  
 30% Event Planning and Assistance  
 - Participating in planning, outreach, and logistics for One Colorado's summer fundraising events  
 20% Donor Stewardship

- Responsible for donor acknowledgment in a timely manner
- 10% Professional Development
- Meeting with other department heads to identify areas of interest outside of development
  - Coordinating with supervisor to arrange opportunities to gain experience in areas of interest

What support or professional development can the fellow expect from their supervisor, the team/staff, or the organization?

The fellow will have a dedicated supervisor with at least one one-hour check-in every week to discuss progress, lessons learned, and any questions that may arise during the week. The fellow's first week will be solely dedicated to orientation and onboarding. This includes reviewing the position expectations, setting up meetings with every team member, reading important organization publications, and discussing opportunities for growth.

Additional benefits offered to the fellow:

RTD pass, free gym access, \$50 monthly cell phone allowance

## Fellowship Details

Primary Responsibilities:

- Identify and solicit silent and live auction donations
- Maintain relationships with auction donors and manage gift acknowledgment process
- Assist Development Team with day-to-day operations
- Upload silent auction items into public-facing auction platform
- 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

Through this fellowship, you will build capacity in our organization by:

The fellow will assist with the planning and execution of our largest fundraising event of the year, the Ally Awards, which will build capacity in our organization by bringing in new donors and increasing giving to fund our programs. The fellow will also have opportunities to assist with other development and program-specific tasks.

The ways in which you will contribute to societal systemic change during this fellowship:

One Colorado is the state's leading advocacy organization for LGBTQ Coloradans and their families. The fellow's work will contribute directly to support our programs, including Health, Youth, Policy, and Advocacy/Civic Engagement.

If applicable: You might also engage in direct service and impact your community in the following ways.

The fellow will march with One Colorado in the annual Pride parade (if in-person), and assist with fundraising and event planning.

Required qualifications/skills:

We seek candidates who have strong verbal communications skills, a demonstrated ability to write clearly and persuasively. The successful candidate will have exceptional interpersonal skills that will be used to work effectively with Board members, colleagues, donors, and volunteers. Basic computer skills are essential, preferably with some 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.

Preferred qualifications/skills:

- Experience with software (Photoshop, InDesign, Illustrator, etc.)
- Organizing and/or donor relations experience
- Social justice advocacy background
- Spanish language comprehension

What skills/competencies will fellow learn/enhance during this experience?

Fundraising, donor outreach, donor stewardship, event planning, team collaboration, email marketing, database management

## **Advice and Application Follow-up**

Our advice for those who apply:

One Colorado seeks applicants who hold a personal commitment to Equity, Diversity, and Inclusion and a passion for advancing LGBTQ equality. The ideal applicant demonstrates enthusiasm for team collaboration and personal growth.

Additional information applicants should know about the organization and/or this position:

One Colorado is an aggressive advocate of inclusivity and welcomes applicants from all backgrounds – particularly people of color, women, LGBTQ+ people, immigrants or refugees, people with disabilities, and people from low- or moderate-incomes.

Supplemental question to be answered in your application if interested in this fellowship:

Why is LGBTQ+ advocacy important to you?