

## Fellowship Job Description

**Organization name** (and applicable abbreviations): One Colorado Education Fund

**Organization City** (primary work location): Denver, Colorado

**Website URL:** one-colorado.org

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

One Colorado Education Fund is dedicated to advancing equality and opportunity for LGBTQ+ Coloradans and their families. OCEF's vision is a fair and just Colorado.

**Anti-Discrimination Statement/Policy:**

One Colorado Education Fund is an equal opportunity employer and service provider. This non-discrimination policy applies to all aspects of the organization, including recruitment, employment, persons served, volunteers, and board service. The Organization does not discriminate in its employment decisions or provision of services on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, height, weight, disability status, veteran status, military obligations, marital status and political party affiliation, or on any other basis that would be in violation of any applicable federal, state, or local law.

**Supervisor Name:** Garrett Royer

**Supervisor Title:** Deputy Director

## Fellowship Overview

**Will this be a Summer or Yearlong Fellowship?** Summer Fellowship

**Job Title:** Development Fellow

**Job/Role Overview:** The Development Fellow will work in collaboration with the Development Team 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.

**Primary Responsibilities/Job Duties:**

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

- 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

**Duration of Fellowship** (number of weeks): 10 weeks

**Average hours per week:** 40 hours per week

**Describe the on-site vs. remote expectations of this position** (if hybrid, please include percentage of in-person/remote):

This is a hybrid position. One Colorado staff and the development fellow are expected to be in the Denver based office on Tuesdays and Thursdays. Additional in-person events will occasionally take place on weekends and evenings that the Development Fellow will be required to attend.

**Are there any specific expectations regarding remote work of which the fellow should be aware** (e.g., fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in)?

The fellow will need to be able to use their own computer when working from home.

**Describe what a typical week as a PIFP fellow in your office might look like:**

40% Silent Auction Management, Tracking, and Solicitation

- Organizing silent action packages
- Soliciting new and past silent auction sponsors
- Maintaining a system to organize and track all incoming silent auction donations

20% Corporate Sponsorship Coordination

- Assisting with sponsor and corporate relations as related to the Ally Awards Gala
- Coordinating event communications with corporate sponsors

20% Event Planning and Assistance

**Pay per hour:** \$18.29

**Additional benefits offered to the fellow:**

RTD Pass (Bus + Lightrail)

\$50/month Cell Phone Stipend

## The Fellowship Experience

**Through this role, the fellow will build capacity in this organization by:**

The Development Fellow will support the Development and fundraising priorities of One Colorado by leading the silent auction solicitation and event database management of the organization's signature fundraising event, the Prism Awards. The Development Fellow will also build capacity in One Colorado by expanding the organization's fundraising efforts throughout the Summer of 2024 through digital and direct fundraising outreach.

**The fellow will contribute to societal systemic change during this fellowship by:**

The fellow will contribute to the mission of One Colorado which aims to improve the lives of LGBTQ+ Coloradans and their families. Specifically, by supporting the organization's signature fundraising events, the fellow will assist in furthering One Colorado's health equity, safe schools, community organizing, and public education efforts.

**The fellow may also engage in direct service and impact the community in the following ways:**

The fellow will be asked to assist and participate in community organizing events throughout the summer of 2024, engaging with members of the LGBTQ community at various regional pride events and providing information and resources throughout the state of Colorado.

**The fellow may have the opportunity to learn/enhance the following skills/competencies:**

Personal and Professional Effectiveness – The Development Fellow will be tasked with completing several deadline specific goals independently, with opportunities for feedback from their supervisor. This will assist the fellow in developing their accountability for their own responsibilities and others.

Equity and Inclusion – By serving the LGBTQ+ community through the work of One Colorado, and working with a team that understands how gender identity and sexual orientation overlap multiple identities, the fellow will experience and understand the needs, and challenges faced by members of the LGBTQ+ community in Colorado.

Teamwork – The fellow will work with staff members in multiple departments including, fundraising, policy, communications, and organizing, building towards the organization's signature fundraising event, the Prism Awards. This will give the fellow the opportunity to understand how organizations work and collaborate and execute a project that requires varying skillsets and moving deadlines.

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

The fellow can expect to receive regular feedback from their supervisor, the opportunity to participate in LGBTQ+ leadership conferences at the state level, and the development of their content development and relationship building skills. Additionally, One Colorado encourages PIFP fellows to communicate their professional development goals to the team to tailor ensure they are given tailored professional growth opportunities.

Qualifications and Expectations

**Required qualifications/skills/expectations:**

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. Familiarity with Google and Microsoft Office products (Word,

Powerpoint, and Excel) is preferred. Because of the nature of the position, some evenings and weekend work will be required in a fast-paced, growing organization.

**Preferred qualifications/skills/expectations:**

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

**Advice for applicants considering this fellowship:**

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.

**Applicants interested in this fellowship should answer the following supplemental question on their interest form:**

How familiar are you with the current challenges and issues faced by the community that One Colorado serves? What do you see as the rising issues that face LGBTQ Coloradans?