

Position Title: Executive & Donor Relations Associate
Department: Development
Reports To: Director of Development
FLSA/Status: Non-Exempt/Full Time
Job Grade: 4
Hiring Range: \$45,000 to \$51,500 per year
Revised: June 2021

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways to opportunity for communities that have been overlooked and underestimated due to a lack of cultural and social capital but have valuable skills on which to build. For 45 years, we have provided nationally recognized workforce, business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area's most respected organizations to provide economic and educational supports to help our participants achieve their economic goals and realize their dreams.

POSITION SUMMARY

Mi Casa Resource Center is looking for a seasoned professional with strong administrative, clerical, and interpersonal skills to join our team as Executive and Donor Relations Associate.

The Executive and Donor Relations Associate supports the CEO with a broad range of administrative duties and serves as a liaison with the Board of Directors. These duties account for 25% of this role's responsibilities. In addition, this position will support the Development team in their efforts to effectively steward, engage, and cultivate donors. These duties account for 75% of this role's responsibilities. The individual in this position requires a high degree of independent judgment, decision making, initiative, and discretion.

KEY RESPONSIBILITIES

CEO Support

- Schedules and coordinates all meetings, monitors calendar conflicts, and conducts advance calendar planning.
- Informs CEO of calendar changes and meeting details; produces agendas, prepares meeting materials as needed, and orders food/beverages, where applicable.
- Builds and maintains strong working relationships with the CEO, board members, and key staff.
- Drafts correspondence and communication as needed for the CEO. Performs other general administrative functions.

Board of Directors Liaison

- Provides general administrative support to the Board of Directors.
- Creates and maintains the Board's annual calendar.
- Maintains the Board's policy governance manual.
- Attends and takes minutes at all Board meetings.
- Maintains the official Board records and tracks Board engagement.
- Prepares Board packets and organizes logistics for Board meetings.
- Coordinates the orientation process for new Board members.

Development

- Works closely with portfolio managers to execute donor stewardship plans.
- Handles gift acknowledgments.
- Coordinates donor engagement events.

Mission: We create pathways to opportunity.

Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.

- Tracks donor relations in the Raiser's Edge NXT system.
- Works closely with the Finance Department to reconcile gifts.
- Participates in Development Team meetings.

Other

- Contributes to agency efforts by attending staff meetings and serving on committees.
- Completes additional duties as assigned.

REQUIRED QUALIFICATIONS

- A Bachelor's degree in Business or other related field or 6 years of experience in lieu of a formal degree.
- Four years of professional experience providing executive-level administrative support.
- Experience working with a Board of Directors and understanding of governance structure and processes.
- Adaptable to changes in the work environment and ability to deal positively with frequent changes, delays, or unexpected events.
- Must display sound, mature judgment and decision-making ability, including knowing what can be handled independently and what should be brought to the CEO's or Director of Development's attention.
- Should have the confidence and ability to lead and enforce established priorities.
- Must demonstrate poise, tact, and diplomacy, and be able to interact successfully with Board of Directors, staff, donors, and key stakeholders.

KEY COMPETENCIES

- Computer literate and tech-savvy including strong knowledge and experience utilizing MS Office products.
- Professional verbal and written communication skills and the ability to effectively communicate with others.
- Experience with meeting planning preferred.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Comfortable working a dynamic environment and managing up, all while remaining grounded in day-to-day responsibilities.
- Proficient in nonprofit governance, bylaws, and parliamentary procedures.

MCRC provides a comprehensive benefits plan including employer sponsored medical, dental and vision benefits, employer paid life Insurance and disability benefits, paid vacation, 15 paid holidays and a retirement plan.

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by July 23, 2021. Interviews may occur as qualified candidates apply.

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