

Title: Development Coordinator

Reports to: Development Director

Status: Non-exempt: Full-time

The mission of Denver Children’s Advocacy Center (DCAC) is to prevent abuse, strengthen families and restore childhood. DCAC serves children who have been sexually abused, physically abused, neglected, or traumatized by witnessing violence. Our goal is to ensure that every child in Denver and neighboring counties who has been traumatized by sexual abuse, or by witnessing homicide or domestic violence receives immediate, compassionate and effective investigation, assessment and, if needed, mental health treatment. DCAC is committed to providing services, along with a broad network of community partners, to all communities and populations in Denver. We are committed to the ongoing work of providing quality and culturally responsive services to children and families of all backgrounds and identities.

It is the responsibility of all DCAC employees to support DCAC’s mission and goals, to respect the confidentiality of all who come to us for assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly, empowering each other to excel at our work and to dedicate ourselves to inclusivity.

Position Overview

DCAC is seeking a detail-oriented and community-minded Development Coordinator to support our fundraising, donor stewardship, and marketing efforts. This full-time role is ideal for someone with a passion for nonprofit work and strong organizational and communication skills.

As a key member of our development team, you’ll help coordinate events, engage with donors and community partners, process donations, support internal and external communications and database management. This role offers meaningful experience in a mission-driven organization working to advance child safety and healing in Denver.

This job description should not be construed to imply that the requirements listed are the exclusive standards of the position.

Key Responsibilities

- Support donor stewardship and cultivation through direct outreach, thank-you letters, and donor recognition
- Assist with donation processing, acknowledgments, and Bloomerang database management.
- Track and report donations and generate regular reports.

- Coordinate event logistics, registration, and in-kind donation tracking for fundraising events such as Clays for Kids, Colorado Gives Day and 3rd part events.
- Represent DCAC at community tabling events, presentations, and speaking engagements (e.g. Rotary, Junior League, United Way, corporate presentations).
- Act as a liaison between DCAC staff and the external marketing consultant to gather and organize internal content.
- Support volunteer engagement and communication with Friends of DCAC and group volunteers..
- Manage communication, tracking, and growth of donations through partner platforms such as Mile High United Way, City/State campaigns, and corporate matching programs.
- Lead and grow DCAC's small business and corporate engagement program by identifying prospects, making direct asks, coordinating volunteer group experiences, and fostering ongoing engagement with local businesses and smaller corporate donors.
- Additional responsibilities as assigned.

Qualifications:

- Commitment to DCAC's mission and values.
- A minimum of 2-3 years fundraising or comparable experience.
- Experience with a CRM system required.
- Strong written and oral communication skills.
- Strong attention to detail.
- Proficiency with Microsoft Office (Word, Excel, Outlook).
- Experience with basic graphic design, such as Canva.
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Compensation/Benefits:

Salary based on experience and qualifications (\$55,000 to \$64,000 annually). Full-time, Monday-Friday, occasional nights and weekends when needed. Flexible hybrid model possible.

DCAC offers an excellent benefits package which includes PTO, sick leave, 12 paid holiday, 2 personal days, medical, dental, and vision insurance, as well as a retirement plan option.

Denver Children's Advocacy Center is an equal opportunity employer and seeks a diverse applicant pool.

To apply for this position, please email your resume and cover letter to Michelle Davis at mdavis@denvercac.org. Applications will be reviewed on a rolling basis until the position is filled.