



Position Title: Development Coordinator

Reports to: Director of Strategic Finance

Location: Denver (surrounding areas), Hybrid

- Our office is located in Denver. This position may require travel to meetings and events with partners and other parties in and around the Denver-Metro area. On occasion, some statewide travel may be required.

Salary and Benefits: \$56,500 (+\$3,000 bilingual bump if applicable)*

- The position is full time with employee benefits including: 90% paid health, 100% paid vision, dental, life and disability insurance coverage for employee, as well as 80% paid benefit for partners, and dependents; a retirement savings plan with 4% employer match; generous paid leave policies including ability to accrue 3 weeks of paid vacation and 2 weeks of sick time; work life balance, sabbatical benefits, \$75/month cell phone stipend, RTD Eco Pass, professional development resources and opportunities and a hybrid/work from home options available (with some in office days expected.)

*In order to counter pay inequality and uphold internal parity, salaries are non-negotiable for new and current employees. Starting salaries are always listed clearly in job descriptions.

Why our salaries are non-negotiable: Requiring new staff to negotiate in order to receive a fair salary often results in pay inequity, especially for women and people of color, and we do not want to compound that inequity as part of our compensation structure. Employees have the opportunity to progress through current salary bands through annual cost of living increases and higher-level responsibility increases, and into new salary bands through promotions.

Expected hire date: September 15th

About the Colorado Consumer Health Initiative

The Colorado Consumer Health Initiative (CCHI) is a nonprofit, non-partisan, membership-based organization working to advance the consumer voice to improve access to health care for all Coloradans by working statewide for progress toward equity, affordability, and quality. CCHI is actively working to break down barriers in accessing health care through innovating in public policy, building inclusive coalitions and partnerships, and engaging community members in our work.

About the Position:

The Development Coordinator will report to the Director of Strategic Finance and will be a key player working in conjunction with the Communications Manager and other staff in achieving CCHI's overall fundraising activities and goals.

Primary Responsibilities

Development & Fundraising

- **Strategy & Execution:** Develop and support fundraising strategies aligned with CCHI's mission and evolving funding needs, ensuring cross-team coordination for effective execution.
- **Donor & Sponsor Development:** Strengthen and expand relationships with individual donors and corporate sponsors in collaboration with the Executive Director and Board. Drive donor and sponsor growth through targeted outreach, personalized engagement, and the development of sponsorship levels and benefits.
- **Donor Engagement & Stewardship:** Support comprehensive donor engagement efforts, including personalized communications, timely acknowledgments, campaign stewardship, and consistent outreach across mailings, calls, meetings, newsletters, and social media.
- **Data-Driven Fundraising & Evaluation:** Leverage CRM data to identify prospects, lapsed donors, and upgrade opportunities. Generate actionable reports to inform acquisition, retention, and stewardship strategies. Conduct post-campaign evaluations to refine future efforts.
- **Gift Processing & Donor Support:** Ensure accurate gift entry and database management (EveryAction), maintain donor records, and provide prompt, personalized support for donor inquiries and documentation.
- **System Oversight:** Assist in donor database improvements, staff training, and ongoing optimization of CRM functionality.

Event Coordination

- **Fundraising/Campaign Management:** Support and manage fundraising and donor engagement events that foster a deeper connection to CCHI's mission and community impact.
- **Event Management/Support/Logistics:** Lead the planning, logistics, and execution of key annual events such as *Health Care Day of Action*, *Legislative Wrap-Up*, private donor gatherings, and the *Community Voices Conference*. Provide planning and logistical support to events led by CCHI teams
- **Collaborative Execution:** Work closely across teams with board members, staff, consultants, and vendors to ensure smooth event planning and delivery.
- **Sponsorship Activation:** Manage sponsor-related activities and ensure alignment with event goals and sponsor benefits.
- **Experience Design:** Create meaningful and memorable event experiences that inspire continued support and deepen donor relationships.
- **Cultivate Relationships with Community Members:** Actively engage and maintain relationships with event attendees and invested community members, redirect folks to needed resources, and other CCHI staff

Administrative & Cross-Team Support

- **Financial Coordination:** Assist with development budget tracking, revenue projections, and donor invoice management.
- **Database & File Management:** Maintain accurate donor records, contact notes, and development-related files on shared drives.



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- **Board Support & Engagement:** Provide administrative support to the Board Development Committee, including agenda preparation, meeting notes, and follow-up actions. Track board pledge commitments and engagement activities.
- **Reconciliation & Reporting:** Assist in reconciling donor reports between development and accounting systems.
- **Internal Coordination:** Participate in staff meetings, training, and organization-wide events — including occasional evening or weekend activities.
- **Grant Support:** Assist in grant writing and reporting as needed to support organizational goals
- **Membership Support:** Provide administrative support to membership development, agenda prep and follow-up, and tracking membership commitments and activities
- **Additional Duties:** Assist the Director of Strategic Finance with additional tasks as needed.

Required Qualifications

- Demonstrated commitment to CCHI's mission, vision, and equity principles.
- Deep alignment with social justice, anti-racism, and advocacy values; cultural competence and appreciation for diverse communities.
- Experience or interest in fundraising and donor engagement strategies, with a willingness to make direct donor asks.
- Familiarity with planning and executing development-focused events, including visioning, logistics, and budgeting.
- Strong written and verbal communication skills with the ability to tailor messaging to diverse audiences.
- Excellent relationship-building skills; able to connect with donors, community partners, and stakeholders.
- Highly organized and detail-oriented, with the ability to manage multiple tasks and shifting priorities.
- Self-starter who thrives in both independent and collaborative settings.
- Proficient in Microsoft Office, Google Workspace, Zoom, and willing to learn donor CRM systems (EveryAction preferred).
- Interest in growing a career in nonprofit development and advocacy.

Preferred Qualifications

- Experience working in nonprofit or advocacy organizations, and public policy landscape.
- Graphic design or visual communication skills (e.g., Canva, Adobe).
- Experience managing social media content or platforms.
- Professional experience in marketing, communications, business, nonprofit management.
- General knowledge of health policy, consumer health issues, or health advocacy preferred.

To Apply: Please submit your resume and answers to the following application questions by email to inform@cohealthinitiative.org.

Application Questions:

Please limit your response to a page or less.



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- What, in your opinion, is the greatest barrier to accessing health care?
- Describe your approach building and maintaining relationships with both donors and event attendees: how do you do this, and why is it important?

Other Considerations:

Physical Requirements

Expectations for this position include operating a computer, in-person meetings, and spending time on the phone and/or video calls for internal and external communication. The Development Coordinator must reside in the state of Colorado. CCHI's office is a collaborative, shared workspace environment with other nonprofit advocacy organizations. CCHI may require workdays in the office and other in-person meetings and events. CCHI offers some flexible work-from-home schedules based on the position and required tasks. This position may also require working some nights and weekends as well as traveling for conferences, events, and meetings.

The Colorado Consumer Health Initiative is strongly committed to building a work environment that recognizes, respects, and encourages the unique contributions of a broad spectrum of qualified employees. We strive to make employment decisions that support inclusion and to maintain a work atmosphere that is equitable and promotes work-life practices that allow people of diverse backgrounds and lifestyles to grow personally and professionally.

CCHI is an equal employment opportunity employer. CCHI does not discriminate against employees or job applicants on the basis of race, color, religion, creed, national origin, ancestry, sex, pregnancy, age, gender, gender identity, gender expression, ancestry, marital status, sexual orientation (incl. transgender status), physical or mental disability, military status, genetic information, marriage to a co-worker and retaliation for engaging in protected activity (opposing a discriminatory practice or participating in an employment discrimination proceeding or any other status or condition protected by applicable federal, state or local law).

For further information about CCHI, please visit our website at www.cohealthinitiative.org.