



Job Title: Development Coordinator (Part-Time)

Location: Centennial, CO (Hybrid/Remote options available)

Commitment: 25-30 hours/week

Organization: CCAI/The Park Adoption Community Center

About Us:

The Park is a dedicated post-adoption community center committed to providing lifelong resources that help empower and nurture adopted individuals and their families to grow and thrive. We aim to build a supportive community that fosters belonging, understanding, and growth for all our participants.

Position Overview

As we continue to expand our reach, we seek a passionate and driven Relationship Development Manager to help us strengthen our network of past participants and donors, ensuring long-lasting relationships and sustained engagement with our mission. We are looking for a highly motivated and detail-oriented Development Coordinator to lead and execute our efforts in maintaining strong, positive relationships with our past participants, adoptees, adoptive families, and donors. This role is pivotal in creating meaningful engagement opportunities and recognition initiatives that will cultivate loyalty and encourage continued support for our community programs.

Key Responsibilities:

- **Strategic Engagement Planning:** Develop and implement a comprehensive engagement strategy designed to maintain and strengthen relationships with past participants, donors, and community members.
- **Donor Recognition and Stewardship:** Manage all aspects of donor recognition, including thank-you notes, donor acknowledgment events, personalized gifts, and special recognition initiatives.
- **Personalized Outreach:** Oversee the creation and execution of personalized outreach efforts, such as birthday and holiday cards, event anniversary gifts, newsletters, and updates.
- **Event Coordination:** Plan and coordinate community events, reunions, and appreciation events to enhance participant and donor engagement.



- **Data Management and Reporting:** Maintain detailed records of engagement activities, track key metrics, and provide regular reports on the effectiveness of relationship-building strategies.
- **Collaboration and Support:** Work closely with other team members and departments to align engagement strategies with overall organizational goals and ensure cohesive communication across all platforms.
- **Continuous Improvement:** Stay up to date on best practices in donor relations, community engagement, and nonprofit development to implement innovative approaches.

Qualifications:

- Bachelor's degree in communications, marketing, nonprofit management, or a related field.
- Minimum of 3 years of experience in relationship management, community engagement, fundraising, or donor relations.
- Strong interpersonal, written, and verbal communication skills.
- Exceptional organizational abilities with a keen attention to detail.
- Creative thinker with a passion for developing new and innovative engagement strategies.
- Proficiency in CRM software, donor databases, or similar tools is a plus.
- Commitment to the mission of supporting adoptees and adoptive families.
- A personal connection to adoption as an adoptee or adoptive parent/relative is preferred.

Why Join Us?

- Build and nurture meaningful relationships with adoptees and adoptive families.
- Use your creativity and passion to design engagement strategies that foster a sense of belonging, support, and community for those we serve.
- Be part of a mission-driven team where your work will directly contribute to creating a more inclusive and understanding world for adoptees and their families.
- Enjoy a flexible, collaborative work environment with opportunities for professional growth and the chance to work with a passionate community of volunteers and supporters.

How to Apply:



Interested candidates should submit their resume and a cover letter detailing their experience and passion for community engagement to careers@theparkcommunity.org by October 15, 2024.

The Park is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.