Fellowship Description

This information will be made available to all fellowship applicants. Please type or paste responses directly into boxes below. Boxes will expand to fit.

**Organization Name:** One Colorado Education Fund

**Location (City/State):**

**Yearlong Fellowship** (June 2015-May 2016)

**Summer Fellowship** (June-August 2015)

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**About the Fellowship**

**Title of PIFP Fellow:** Development Fellow

**Primary Responsibilities of PIFP Fellow:**

The Development Fellow will work in collaboration with the Development Director and Development Manager to implement a comprehensive fundraising strategy, the main focus of which is a major fundraiser. The ideal candidate will have a background and/or desire to work in development, including major donor cultivation, grants and corporate gifts, online fundraising, events, direct mail, and database administration.

The Development Fellow will work closely with the Development Director, Development Manager, and staff to support One Colorado Education Fund’s (OCEF) fundraising efforts. The Development Fellow will carry out a full range of development activities to cultivate an active and diverse support base.

Specifically, the Development Fellow will:

- Identify and solicit silent and live auction donations
- Maintain relationships with auction donors and manage gift acknowledgement process
- Assist Development Director and Development Manager 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
- Provide regular assessments, analysis, and projections of activity, income, and pledges
### How Fellow Will Contribute to Capacity-Building/Systemic Change:

OCEF was founded in 2010 and has since experienced an expansion in our many program areas—described separately—and seeks an addition to our development team in order to effectively fund and advance the organization. OCEF is committed to building a broad range of funders and supporters across the state and nationally—and further creating investment opportunities for women, people of color and transgender people.

### Training & Networking Opportunities for Fellow:

OCEF will provide the Development Fellow with on-the-job trainings from key staff members throughout the summer. Trainings will include grassroots fundraising and advocacy, anti-oppression, events production and major gifts solicitation. The organization will also provide ample networking opportunities at many events, fundraisers and field activities in Denver and across the state. There is also the chance to travel to regional offices in Colorado Springs, Grand Junction, and Durango.

### Supervision of PIFP Fellow:

The Fellow will be supervised under the direction of our Development Manager.

### Qualifications Sought in Fellow:

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. This person must be flexible, resourceful and creative. 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.

We seek candidates who have strong verbal communications skills, a demonstrated ability to write clearly and persuasively, and experience in public speaking and the ability to represent the organization publicly. 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 knowledge of database programs. Candidates with strong accounting and database management skills are also highly encouraged to apply.

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

### Skills/Experience Sought in Fellow:

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<th>Activism</th>
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<td>Advocacy</td>
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<td>Journalism/publications (print/online)</td>
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<td>Film</td>
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**Technology Skills Required:**
- [x] Excel
- [x] Power Point
- [x] Publisher
- Graphic design
- Database management
- Constant Contact
- Social media
- Video/film production
- Website design

**Certifications Required:**
- WFA
- WFR
- First Aid
- CPR
- Other:

**Language Skills Required:**
- [ ] Spanish
- Other:

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**About the Organization**

**Organization’s Website:** www.one-colorado.org

**Organization’s Mission and Goals (primary activities & projects):**

Mission: One Colorado Education Fund (OCEF) is a statewide organization dedicated to advance equality and opportunity for lesbian, gay, bisexual, and transgender Coloradans and their families. Our vision is a fair and just Colorado.

Primary goals:
Ensure that LGBT Coloradans have access to inclusive, affordable and safe health care by addressing policy change and reducing health disparities within the LGBT community.

All students can be out, safe and respected at school.

**Number of Staff:** 11 Full-time; 1 part-time

**Organization’s Non-Discrimination Policy Statement:**

One Colorado Education Fund is an equal opportunity employer and does not discriminate in its employment decisions on the basis of race, creed, color, ethnicity, national origin, religion, sex,
Is there anything else a fellow should know about the organization?