



959 South Kipling Parkway, Suite 200
Lakewood CO 80226
Ph: 303-758-6672
www.coloradonga.org

Job Posting

Fundraising, Events and Marketing Coordinator

Date Posted: January 23, 2024

Company: Colorado Nursery & Greenhouse Association, Lakewood, Colorado

Please Contact:

Glenda Mostek
info@coloradonga.org

Compensation:

\$48,000 - \$54,000/year, depending on qualifications and experience

How to Apply

We invite qualified candidates to submit the following materials as separate PDF attachments in one email to info@coloradonga.org.

Submit materials by 5:00 p.m., February 12 to be considered.

A letter of interest that describes your professional experiences

A resume, detailing your fundraising experience and successes.

JOB SUMMARY

The Fundraising and Events/Marketing Coordinator is an essential new role in our office, ensuring our programs are supported through fundraising, our donor relationships are strong and our donors know they are appreciated. They will make sure our members are welcomed, receive excellent customer service and experiences at our events.

The Fundraising and Events/Marketing Coordinator reports to the Executive Director. They are responsible for growing the annual fundraising effort for the Colorado Horticulture Research & Education Foundation (CHREF) to sustain greater giving to scholarships and research, as well as planning and marketing CNGA events, and providing marketing support for CNGA.

RESPONSIBILITIES

- Coordinate registration and event logistics for Industry Celebration, Member BBQs, CHREF Golf Tournament, Women in Horticulture and other events and classes in Colorado and New Mexico. Responsible for tracking and completion of event timelines on a weekly basis with the assistance of volunteers, supervised by the Executive Director.
- Coordinate logistics and prepare agendas for the Foundation board. Administer the scholarship process and coordinate interviews with review committee.
- Development (fundraising) for CHREF.
- Enhance/maintain donor stewardship including: donor recognition at events, updating donor lists on website, gift acknowledgments, annual donor tax letters



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- Follow procedures for Foundation gift entry and acknowledgement and ensure donors are thanked promptly. Assist team in entering contact notes and information in the donor CRM database in an accurate and timely manner, along with running reports and mailing lists.
- Evaluate and continue to refine and improve processes.
- Professionally represent CNGA and CHREF at all times.

MINIMUM REQUIREMENTS

- You have at least two years of experience in with some work in development or fundraising, and similar experience in office administrative work, event planning, marketing, or sales. A bachelor's degree is desired (business, education, marketing, philanthropy/nonprofit administration, hospitality management, psychology, etc.) Experience may substitute for education.
- You are a relationship builder and understand the connections between people. You listen to understand, and you are an excellent communicator through writing and speaking.
- You are an enthusiastic self-starter capable of working with people to carry out the mission of our association and are dedicated to providing excellent customer service to our members, stakeholders, and donors.
- You find solutions, not problems. You're willing to share your ideas. You know how to make timely, effective, and responsible recommendations to your manager and others on the team and when to ask for guidance.
- You pay great attention to detail and take pride in your work being correct. If you find discrepancies (different mailing addresses, preferred names) you dig in and research your questions or ask for help to ensure the donor's preferred name and information are tracked in the database.
- You are confident with Zoom and the Microsoft office suite (especially Word and Excel), you can initiate a three-way call and figure out common solutions. You're willing and eager to access available training online to learn new software (particularly DonorPerfect) or use technology in new ways to gain efficiency. Your first inclination is to try to figure out how to do something on your own, asking for help when needed. You enjoy learning new things.
- Ability to prioritize multiple responsibilities and work independently while contributing to the team in a small office, with a willingness to get into the weeds by stuffing envelopes when needed, preparing a room with refreshments for a meeting, decorating the room for an event, performing a mail merge, creating nametags, and being a part of the team to edit/proof for detail. Initiating and completing projects is right up your alley.
- Some travel will be required, within Colorado and occasionally out of state.

COMPENSATION & BENEFITS

- Salary and benefits, commensurate with experience, along with medical and dental coverage.
- Salary \$48,000-\$54,000 depending on qualifications and experience.
- Generous vacation + holidays
- While you must be available to work flexible hours, including some evenings and weekends for events, we have the ability to provide work/life balance with some remote work and flexible scheduling pre-arranged through your manager. While partial remote work is possible, you must be able to come into the physical office when needed.
- As we are a small office, you will have the opportunity to learn the ins and outs of association management, and as you grow, your title, compensation, and opportunities will also increase. You will wear many hats, but you will have many opportunities.