

Identify and solicit silent and live auction donations

- Maintain relationships with auction donors and manage gift acknowledgement process
- Assist Development Team 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

Duration of Fellowship (number of weeks): 10

Average hours per week: 40 hours per week

Anticipated start and end dates of the fellowship: May 27 - negotiable

Percentage of in-office work: 40%

Percentage of work away from the office (at home, virtual, or off-site): 60%

Full physical address on-site/in-office work: 303 E 17th Ave, Suite 400; Denver CO 80203

Are there other details or expectations you would like to provide regarding in-office vs. off-site work (i.e. fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in, much of the work is not done at a physical office but out in the community)?

Fellow will need their own computer. Fellow will be provided their own in-office work space. In office work days for the entire One Colorado team are Tuesday and Thursday.

Describe what a typical week as a PIFP fellow in your office might look like:

40% Silent Auction Management, Tracking, and Solicitation

- Organizing Silent Auction Solicitation Plan
- Soliciting New and Past Silent Auction Sponsors
- Maintaining a system to organize and track all incoming silent auction donations
- Build relationships with local businesses

20% Community Engagement

- Support One Colorado's outreach and education in Pride events
- Participating in meeting with potential sponsors and donors

20% Marketing / Communications

- Support Marketing and Communications efforts in promotion of fundraising campaigns and events

Pay per hour: \$18.81

Additional benefits offered to the fellow:

RTD Pass (Bus + Lightrail)

Gym access in building

Through this role, the fellow will build capacity in this organization by:

The Development Fellow will support the Development and fundraising priorities of One Colorado by leading the silent auction solicitation and event database management of the organization's signature fundraising event, The Prism Awards. The Development Fellow will also build capacity in One Colorado by expanding the organization's fundraising efforts throughout the summer of **2025** through digital and direct fundraising outreach.

Please describe ways in which the fellow will contribute to social systemic change and/or direct service to the community during this fellowship:

The fellow will contribute to the mission of One Colorado, which aims to improve the lives of LGBTQ+ Coloradans and their families. Specifically, by supporting the organization's signature fundraising events, the fellow will assist in furthering One Colorado's health equity, safe schools, community organizing, and public education efforts.

What support or professional development can the fellow expect from their supervisor, other staff or the organization?

The fellow can expect to receive regular feedback from their supervisor, the opportunity to participate in LGBTQ+ leadership conferences at the state level, and the development of their content development and relationship building skills. Additionally, One Colorado encourage PIFP fellows to communicate their professional development goals to the team to ensure they are given tailored professional growth opportunities.

Qualifications and Expectations

Required qualifications, skills, and expectations:

We seek candidates who have strong verbal and written communication skills, a demonstrated ability to write clearly and persuasively. 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 a basic familiarity with database programs. Familiarity with Google and Microsoft Office products is preferred. Because of the nature of the position, some evenings and weekend work will be required in a fast-paced organization.

Preferred qualifications, skills, and expectations:

- Experience with Canva or other graphic design software
- Experience with social media
- Social justice advocacy background
- Passion for uplifting Colorado's LGBTQ+ community

Advice for applicants considering this fellowship:

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, so flexibility and resourcefulness are vital. 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.

Supplemental Essay Question

Applicants interested in this fellowship should answer the following supplemental question in their application:

- What inspires you to support the work of an organization like One Colorado? How does this opportunity align with your personal values or goals?
- Why do you believe supporting fundraising and outreach efforts is important for advancing LGBTQIA+ equality and community impact?