

<b>Job Title:</b> Development Coordinator (Part-time)
<b>Department:</b> Development
<b>Posted:</b>
<b>Wage:</b> TBD depending on experience



Helping people live  
their greatest lives

*Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Community Involvement Programs (CIP) is seeking an interested individual to help develop and manage fundraising events. CIP's goal with the events is to raise funds to support its mission and to help people with disabilities in Minnesota to live their greatest lives. CIP is also seeking to build strong relationships with its community.*

### **Essential Responsibilities:**

- Plan, develop and implement three small yearly fundraising events (one brewery event and two other events). This will include planning around audience and messages. Goal would be to have 50-75 attendees at each event.
- Promote the events and direct ticket sales (managed by CIP staff).
- Coordinate outreach and follow up with guests to build their relationship with CIP and to learn about their preferences for future events.
- Ability to stay on budget and manage event details as well as meeting financial goals.
- Ensure diligent tracking of budget and guest information.
- Assist in planning for future Gala events for CIP (including work with a volunteer committee for the event).
- Keep development staff informed of important issues that may come up including potential problems and other information.
- Offer guidance and input on other opportunities and planning within development.

### **Credentials/Qualifications:**

- One year experience with nonprofit events (three years or more preferred).
- Must have ability to work independently to achieve goals.
- Effective communication, and computer skills are required.
- Must have good time management skills, including prioritizing, organizing and tracking details.
- Experience with sales and marketing preferred.
- Experience with Salesforce (database) preferred.
- Must pass a Department of Human Services background study.

**Work Environment:** The employee in this position would have a flexible schedule but would be expected to have office hours each week at CIP. CIP is looking for assistance 10-12 hours a week. The office hours available are Monday-Friday day hours. There would be hours on nights and weekends when required for events. Hours and work setting may be flexible. No "on-call" responsibilities required.

### **How to Apply:**

Email cover letter addressing required qualifications and resume to Rick Birmingham at [rbirmingham@cipmn.org](mailto:rbirmingham@cipmn.org).

Community Involvement Programs | 1600 Broadway Street NE, Minneapolis, MN 55413 | [www.cipmn.org](http://www.cipmn.org)

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