



*Inspiring youth to overcome fear and patterns of war through active healing experiences*

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## **Job Description - The Position of Fundraising and Development Coordinator**

**Title: Fundraising and Development Coordinator**

**Location: Denver, Colorado**

**Duration: June 2017 – June 2018**

**Reports to: Board Chair**

**Type: Part-time**

*Fundraising:* Conduct grassroots fundraising activities such as events and on-line and mailing campaigns; research and present to new avenues in the US.

*Marketing:* Maintain TRP's social media tools; develop new networking opportunities; update TRP's website, support the communication and branding strategy, create and ensure consistent messaging.

*Manage volunteers:* The position may include recruiting and managing interns and volunteers.

*Administration:* The position will be responsible to coordinate tasks of volunteer/interns and board members and support them with their administrative needs. This may include: writing thank-you letters, tracking donations, follow up communications.

*Compensation:* \$600/month at a rate of \$15 /hour. This would limit the hours to 40 hours/month with an expectation of spending at least 6 hours/week at the Posner Center.