

# Growing Up Boulder

Making Boulder a Child Friendly City



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**Administrative Address:**

Growing Up Boulder  
c/o Colorado Nonprofit Development Center (CNDC)  
P.O. Box 18770  
Denver, CO 80218

**Office Address:**

Growing Up Boulder  
Boulder Public Library  
1001 Arapahoe Avenue  
Boulder, CO 80302

[www.growingupboulder.org](http://www.growingupboulder.org)

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## Development and Operations Coordinator

### Position Summary

- Working Title: Development Operations Coordinator
- Position Reports to: Executive Director
- 32 hours/week
- Salary Range : \$25-30/hr
- Comprehensive Benefit Plan - Medical, Dental, Vision, Life Insurance, Short and Long Term Disability, Telehealth, LifeLock, Vacation, Sick, and Floating Holidays Benefits are prorated depending on hours worked,
- City: Boulder
- State: Colorado
- Country: USA
- Work environment: Hybrid (in person and virtual)

### Job Summary

We are seeking an outstanding leader to join our team as our new Development Operations Coordinator. The successful candidate will be an integral part of a productive and supportive women-led team, be eager to learn new skills, possess a collaborative spirit, and be willing to pitch in where needed. This candidate will be passionate about our commitment to elevating historically excluded young people's voices, will center equity in their work, and will appreciate our [network leadership](#) approach.

This position will support [Growing up Boulder](#) (GUB)'s workflow in the areas of development, office operations, and communications. S/he/they will be a thought partner to the Executive Director and Board Development Subcommittee members. The individual in this role must exercise judgment and independent initiative in dealing with issues, especially those requiring discretion and confidentiality.

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**elevating young people's voices for more equitable and sustainable communities**

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## Who We Are

Growing Up Boulder (GUB) is a nonprofit program based in Boulder, CO which seeks to make Boulder a more child-friendly city by elevating young people's voices in decisions which affect their lives. It launched in the spring of 2009 as a partnership between the University of Colorado, the City of Boulder, Boulder Valley School District, local non-profits, and businesses, and children and youth from ages 0-18.

Growing Up Boulder's **mission is to offer young people opportunities** to participate, deliberate, and influence local issues that affect their lives. Locally, GUB has engaged 8,000 young people, 1,500 university students, 60 partner organizations, and contributed youth voice to more than 100 projects. Globally, the organization has reached more than 2.5 million people through its publications, TEDx talk, podcasts, interviews, presentations, webinars and lectures. GUB engages children of all backgrounds, and especially those from historically excluded communities, to include their input in local government decisions, including topics such as the design of affordable, sustainable housing, resilience planning, transit systems, reimagining policing, parks, and open space. GUB, along with the City of Boulder, is co-facilitating a 3-year recognition process for Boulder to become a [UNICEF Child Friendly City](#).

## Key Responsibilities

- Development & Operations (40%)
  - Set up, implement and manage the CRM database.
  - Provide quality assurance for maintaining database integrity.
  - Accurately process donations and generate timely and accurate gift acknowledgment letters and tax receipts.
  - Aid in grants research and reporting for grant funders.
  - Draft correspondence, appeal letters, and reports as requested.
  - Respond to inquiries from donors and funders and liaise with the Board as needed.
  
- Events & Projects Planning (25%)
  - Event Promotion and Support
    - Provide promotional support to Executive Director, Education Director, Program Director and Board Development Subcommittee members and for events such as, but not limited to, distributing posters, coordinating volunteers, tabling at events, posting on community calendars, etc.
    - Support the Board Development Subcommittee with donor events, which might include: generating guest lists, tracking RSVP's, name tags, facilitating event mailings, communication and coordination with vendors, and assistance with donor/guest check-in.
  - Projects:

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- Child-Friendly City map
  - Project manage the map's creation to distribution process
  - Interface with donors to ensure the donation, name recognition and map is accurate and timely.
- Special Projects as assigned.
- Administrative Support (20%)
  - Board
    - In coordination with Executive Director, provide support for Board of Directors and Board Subcommittees:
      - Take and distribute meeting minutes for Board and Subcommittee meetings.
      - Prepare materials for Board meetings.
      - Organize meeting logistics, which may include scheduling meetings, ordering food, reserving space, and setting up hybrid technology.
  - Staff
    - Oversee inventory and purchasing of office supplies.
    - File expense reports for GUB purchases, invoices, and credit cards.
    - Take and distribute minutes for GUB Steering Committee and other collaborative meetings.
    - Track and send invoices.
    - Support with basic contracting.
    - Help maintain GUB's digital file organization.
    - Other duties as assigned.
- Communications & Social Media Support (15%):
  - Support Executive Director in creation of monthly newsletters.
  - Manage, update, and curate website content.
  - Generate, edit, publish, and share social media content multiple times per week.

## Physical Requirements

- Required to sit and use hands and fingers, stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl.
- Vision abilities required by this job include close vision. Often uses a computer, tablet, or other office technology such as a copy machine and printer.
- Hearing and listening abilities required in this role.
- Retrieve and deliver supplies from storage areas and move boxes and materials weighing up to 20 pounds.

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## What We Require

- Share our commitment to and passion for equity, diversity, inclusion and belonging as organizational values and culture.
- Associate's or Bachelor's degree, or equivalent experience in a related field.
- 3-5 years of office coordination/administrative experience in a professional environment with preference working in development at a non-profit organization.
- Excellent computer skills. Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), Google Apps (Sheets, Docs, Drive) and CRMs.
- Proficient in supporting hybrid meetings.
- Demonstrated skills in planning, developing and producing events and special projects.
- Demonstrated project management skills.
- Experience establishing relationships with donors, external business, political and civic constituencies.
- Excellent written and oral communication skills, including the ability to present and speak comfortably and compellingly with donors about the potential impact of their philanthropic investments in GUB.
- Superb writing, proofreading, and editing skills.
- Exceptional organizational skills and ability to manage multiple priorities.
- Preferred two years+ experience in grant writing and/or reporting. Familiarity with regional and local funders is a plus.

## What You Will Need To Do

- Work well independently, cooperatively, and strategically in a team environment.
- Respectfully overcome obstacles and/or resolving conflicts as they arise.
- Be highly organized and self-motivated with excellent attention to detail.
- Exhibit exceptional interpersonal savvy and enthusiasm for cultivating and maintaining healthy professional relationships with donors, board members, volunteers, staff, and the general public.
- Have high capacity for change; an ability and willingness to work in a constantly evolving, complex environment.
- Demonstrate strong problem-solving and decision-making.

## Special Application Instructions

To apply, please send an email to [cathyhill@growingupboulder.org](mailto:cathyhill@growingupboulder.org), with the subject line "DevOps Position," and attach the following materials:

- A current resume.

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- A cover letter that specifically tells us how your background and experience align with the requirements, qualifications, and responsibilities of the position.
  - A writing sample of a grant, newsletter, and/or an appeal letter you have authored.
  - Contact information for three references.

Currently screening applications, and the position will remain open until filled. GUB, a project of the Colorado Nonprofit Development Center, is an equal opportunity employer.

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