



Title: Development & Communications Associate

Reports to: Development Director

Pay Range: \$65,000 to \$69,000

Anticipated Timeline: As soon as possible, applications will be accepted until the position is filled

Schedule: This is a full time position that may require some weekends and/or evenings to support and attend Blue Sky Bridge events.

About the Organization

Blue Sky Bridge is a non-profit organization located in Boulder, Colorado, working in prevention, intervention, and treatment of child abuse. We use the Child Advocacy Center (CAC) model to create a child-focused approach to abuse investigations in partnership with law enforcement, social services and the District Attorney's office. Blue Sky Bridge provides skilled forensic interviews and medical exams of children as well as crisis counseling and support to non-offending caregivers, therapy for children and families, and education programs to increase community awareness and to empower the community to prevent sexual abuse of children. Blue Sky Bridge is a well-established organization in Boulder County with a strong base of financial support.

About this Position

Blue Sky Bridge is searching for a full time Development & Communications Associate. The Development Associate will work closely with the Director of Development to implement fundraising strategies and activities in a fast-paced Development department. This is a donor facing position, and this person will be part of creating an excellent experience for our donors and our internal team. The Development Team supports and promotes the programs that our Blue Sky Bridge so that our Intervention and Prevention Teams can do the work that they do!

Job Responsibilities

Donor Solicitation & Database Management

- Manage donor database (**Salesforce**) to assure consistent and accurate data including tracking donor records and campaigns and producing reports.
- Receive, record, and acknowledge all donations.
- Support grant application and reporting processes as needed.
- Conduct prospect research to identify new sources of funding (individual, corporate, foundation, and organizations).

Marketing/Communications



- Create and maintain social media strategy (Facebook, Instagram, twitter/X, and TikTok).
- Maintain, edit, and update the website.
- Develop and send monthly newsletters/updates to supporters in Constant Contact.
- Prepare and execute large and complex annual appeal mailings using mail-merge skills.
- Help to create and develop a variety of outreach/communication/marketing tools, such as brochures, annual reports, newsletters, appeals, infographics, presentations, event invitations, etc.
- Ensure that the organization's brand is consistently and appropriately represented both internally and externally.

Events

- Assist with planning, execution, logistics, and follow-up for all events.
- Donation processes - Secure both monetary and in-kind event sponsors, secure gift pledges, ensure timely processing of contributions, and maintenance of donor records, including all gift entries, auction donations, auction purchases, and donor acknowledgment.
- Ensure the creation of high-quality marketing materials and a robust marketing strategy unique to each event as well as timely and meaningful content presented at events.

Required Qualifications

A Bachelor's degree in Business, Communications, Nonprofit Management, or related field and two (2) years of work experience in development and/or event planning; or an equivalent combination of education and experience.

- Excellent communication and interpersonal skills
- High levels of initiative (self-starter) and organization
- Excellent written correspondence skills
- Experience with donor or client relationship building
- Special event planning experience
- Must be computer proficient and possess experience of Microsoft Office Suite (e.g. Outlook, Word, PowerPoint, and Excel) and Google Suite (Docs, Sheets, Forms, ...)
- Demonstrated ability to work independently in a fast-paced environment, meet multiple concurrent deadlines, organize time and priorities and work well as a collaborative team member
- Excellent networking skills

Preferred Skills

- Experience using Canva, Salesforce, Adobe Creative Suite, including Photoshop and InDesign
- Digital photography and/or videography skills

Apply For This Position



BLUE SKY BRIDGE

Child Abuse Intervention & Education

- To apply for this position, please email info@blueskybridge.org with your cover letter, resume, and references.
- For more information, visit our website at blueskybridge.org.

Blue Sky Bridge is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, genetics, disability, age, or veteran status.

No phone calls, please.