



CORPORATE SOCIAL RESPONSIBILITY SERVICES ENGAGEMENT COORDINATOR

POSITION OVERVIEW

Community Shares of Colorado is seeking a full-time Corporate Social Responsibility (CSR) Services Engagement Coordinator to join our outstanding team in a fun and friendly professional environment. The CSR Services Engagement Coordinator will foster relationships with workplaces, their employees, and nonprofits in the community to ensure creative, on-target, and well-organized workplace engagement programs. As a front-line coordinator for implementing CSR Services, this position has a key role in assessing and recommending process improvements.

This role will report directly to the CSR Services Director and work cross-functionally with the entire Community Shares of Colorado team to produce our annual Community Giving Campaign and other CSR Services efforts.

COMMUNITY SHARES OVERVIEW

Community Shares is Colorado's Community Giving Fund. For more than 35 years, we have connected Coloradans to the causes they care about in a shared vision to democratize philanthropy so it reflects our vital and vibrant community - both who is giving and where those dollars are designated. One dollar at a time, one donor at a time, we have raised more than \$40 million for local investment in Colorado nonprofits. Community Shares of Colorado supports a diverse selection of member nonprofits in the community working toward social change. Review the full list at <http://www.cshares.org/alphabetical-listing.html>.

Our Corporate Social Responsibility services inspire accessible, meaningful, and transformational philanthropy within workplaces through incremental giving options like payroll contributions and workplace engagement options including matching funds, employee volunteer incentives, and corporate giving strategies. Together we are building and investing in a more socially just Colorado.

Annually, Community Shares raises \$3 million for local nonprofits through our Community Giving Campaign. We partner with over 130 worksites (public and private) to empower more than 250,000 employees across the state to give to the charities they choose. Some of the worksite giving campaigns we manage include the Colorado Combined Campaign (the state employee charitable effort), the Denver Employees Charitable Campaign (for the city of Denver), and campaigns for private employers like National Renewable Energy Laboratory and Pinnacol Assurance.

Community Shares is located in the Colorado Collaborative for Nonprofits at 789 Sherman Street in Denver, Colorado.

CORE RESPONSIBILITIES

WORKSITE RELATIONSHIPS & SERVICES

- Serve as first point of contact and provide outstanding customer service and assistance for CSR Services partners by responding to questions, addressing issues, and resolving complaints.

- Build meaningful relationships with key personnel, including lead campaign coordinators at individual worksites and contacts at nonprofit organizations that work directly with CSR Services.
- Coordinate giving campaign leadership committee and other worksite planning meetings, including meeting logistics, taking & drafting minutes, and follow-up.
- Recommend improvements to systems and processes based on constituent feedback.

GIVING CAMPAIGN EVENT SUPPORT

- Assess, track, and respond to requests for giving campaign events and activities to meet the needs of individual worksites, including: trainings, nonprofit fairs, guest speaker opportunities, volunteer events, thank you and appreciation events, and employee-led events such as kickball tournaments, bake sales, silent auctions, craft fairs, and chili cook-offs.
- Coordinate details, scheduling, and logistics in support of worksite giving campaign events and activities, serving as event-lead and/or day-of support in partnership with the worksite contact.
- Represent Community Shares by attending workplace giving events and activities, engaging with employees and answering questions about the campaign or donating through the campaign.

COMMUNICATIONS

- Communicate externally with various constituents through multiple channels, including regular updates for giving campaign coordinators.
- Work with others on the Community Shares team to schedule, develop and post content about worksite engagement campaigns on websites and social media.
- Support the creation and update of campaign communications content, including annual giving campaign print and digital publications, printable pledge forms, and promotional materials including email templates, customized appropriately for the campaign brands represented by Community Shares by gathering content, working with the outside designer and/or the CSC Development and Communications Manager, and coordinating with appropriate vendors.
- Distribute materials to worksites and collect as needed.

WE SEEK THE FOLLOWING TALENTS

- Enthusiasm and commitment to the mission, vision, and values of Community Shares.
- Professional, friendly, and positive approach to community events and customer service.
- Adherence to strict ethical standards in fundraising in order to ensure donor trust and transparency.
- Team player with a positive attitude.
- Self-directed with the willingness to ask questions when necessary.
- Illustrated interest in the advancement and expansion in social justice, equity, inclusion and diversity.
- Commitment to learning and continuous improvement of systems and processes.

SKILLS, KNOWLEDGE AND EXPERIENCE

- Proven track record of exceptional customer service.
- Strong interpersonal skills with the ability to cultivate and maintain relationships with diverse groups of people, including Community Shares team members, workplace donors, giving campaign volunteers, and partner nonprofit representatives.

- Demonstrated clear and concise communication skills; excellent energy, engagement, and presence in a variety of communication channels including in person, email, phone calls, video meetings, and social media.
- Capability to track multiple activities at once, prioritize projects, and meet deadlines.
- Proficiency in Microsoft Office and Google Suite, and virtual meeting technology including Zoom and Google Meet.
- Experience with or willingness to learn database systems (iPledge and ElevateGive), payment software (Acceptiva and Stripe), CRM software, and communication tools (current platforms include Constant Contact, Canva, Piktochart, and Weebly).

COMPENSATION

Starting salary range of \$38,000-\$40,000 depending upon experience. This is a non-exempt, full-time position. The CSR Services Engagement Coordinator may be required to staff campaign events outside of office hours based on availability of worksite customers and their employees. The Community Shares benefit package includes 100% employer paid health, dental, and vision insurance; pre-tax Health Expense FSA; 403(b) retirement plan with employer match up to 3% of salary fully vested in year 3 of service; generous paid vacation and sick time, holiday leave, employee giving campaign & paid volunteer time-off.

APPLICATION PROCEDURE

We are thrilled you are interested in applying for this position! Please email your resume and cover letter to jobs@cshares.org with the subject “[Your Name] – CSR Services Engagement Coordinator.” The cover letter may be addressed to Stephanie Johnson-Wall, CSR Services Director.

The position will remain open until filled. Interested candidates are encouraged to submit a resume by Friday, September 9, 2022. Qualified candidates will be interviewed as applications are received with a goal of hire by late September/early October.

Community Shares of Colorado does not discriminate against individuals on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation, gender expression, marital status, military status, veteran status, physical or mental disability or any other unlawful basis in the administration of services, employment, volunteers, membership or leadership. Community Shares of Colorado provides equal employment opportunities to all individuals based on qualifications related to the position and the ability to perform the job.