

It can be disheartening working at a company that doesn't care about its customers or staff. At Cultivate we believe in treating everyone like family. When you join our team you become part of our family and will make a difference in seniors' lives every day by providing them the support and connections that make them feel engaged with their community.

About Cultivate:

Cultivate is a nonprofit that has been providing no-cost, volunteer-powered services to Boulder County seniors for 48 years. Not only do our programs provide seniors access to healthcare, transportation, food, and safety, but they also facilitate connections that make seniors feel valued. Join our small, friendly office and use your skills to promote volunteerism and support for seniors in need.

Please visit www.cultivate.ngo to learn more.

About the Position:

The **Business Development Specialist** is a key position for Cultivate. You will work directly with the Executive Director to perform administrative duties and complete detailed follow-up to expand the marketing and partnerships of our organization. The Business Development Specialist is responsible for building relationships with community businesses and communication to carry out the vision of Cultivate. This position reports to the Executive Director.

Responsibilities:

Relationship Building

- Building and maintaining relationships with key personnel within Cultivate's constituency.
- Conducting business reviews to ensure donors are satisfied with their partnerships.
- Attending meetings with the Executive Director to build relationships with new and existing partners.
- Monitoring marketing benefits against service level agreements and flagging potential issues.
- Updating the CRM and ensuring the Executive Director is aware of changes within partnerships.
- At times, representing Cultivate as an extension of the Executive Director in meetings, interviews, presentations and community events.
- Focus on strategies and implementation of a program to expand awareness of Cultivate with community members, leaders and businesses.
- Identify, research, set up meetings with potential business partners, and work with the Executive Director and Business Development Committee to secure new sponsorship and renew current partners.

Outreach

- Support Outreach Manager in developing marketing and outreach strategic plans to recruit volunteers.
- Attend outreach opportunities, including targeted community meetings, councils, roundtables, committees and events.
- Conduct presentations at organizations and businesses to promote Cultivate and volunteerism.

Administrative Duties

- Preparing proposals, reports, memos, invoices letters, and other documents.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Helping prepare for meetings.
- Accurately recording minutes from meetings.
- Using various software, including word processing, spreadsheets, databases and presentation software.
- Answering phone calls and deciding if they should be routed to executives.
- Provide general administrative support.
- Other duties as assigned.

Skills Required:

- Strong interpersonal skills and an ability to build rapport with partners.
- Hardworking with a strong work ethic.
- Comfortable with public speaking and excellent presentation skills.
- Professional appearance and a high level of professionalism when working with the public.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.

Qualifications:

- Relationship development is a key component to the position. Public relations experience working with non-profits involved in the disability community and/or senior services community and/or advocacy background is a plus, along with a history of established relationships with organizations and individuals in these areas.
- Proven executive assistant experience or other relevant administrative support experience.
- Current Colorado driver's license and reliable transportation or personal vehicle.
- Meet the National Service Criminal History Check requirements.
- Veterans, minorities and individuals with disabilities are strongly encouraged to apply.

Essential functions/working conditions

- Some evening and weekend hours are required.

- Position requires up to 30% time traveling within the Denver-metro area.
- Light physical demands.
- Must be able to work under stress of meeting deadlines and changing priorities.
- Able to communicate effectively both verbally and in writing.
- Able to communicate by phone.

Compensation: This is a 40-hour/week full-time position. \$17/hr plus company-paid health, dental, vision insurance; paid time off (vacation, sick leave, holidays, and, volunteer time off).

TO APPLY:

Please send a cover letter and resume to jobs@cultivate.ngo. Please type “Business Development Specialist” in the subject line. **No phone calls please.**

Cultivate shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, gender identification or expression, or military status in any of its activities of operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, and selection of vendors and provision of services.