



**Development and Outreach Officer
Job Description**

Status: Exempt

Type: Full Time

Supervisor: Director of Finance

Position Purpose

The Development & Outreach Officer is responsible for overseeing fundraising efforts that secure funding to support the programs and operations at CEDS Finance, and collaborates with the Communications Officer on outreach efforts to promote the visibility of CEDS Finance's mission to its target market. This position works closely across the organization to analyze data, craft messaging, and submit outstanding grant proposals. The Development and Outreach Officer serves as a liaison to our funding partners, providing reporting, and maintaining relationships.

Essential Functions

Grant Writing

- Studies and understands the mission, values, history, structure, and objectives of the organization
- Collaborates across departments to craft a grant proposal strategy
- Writes grant proposals
- Organizes and collates all required documents and attachments for grant proposals
- Submits grant proposals on time
- Maintains all application records in the company database for future reference

Grant Management

- Writes and submits all programmatic funder reports, collaborating across teams when necessary to collect relevant data
- Maintains report tracker to ensure all reports are completed in a timely manner
- Manages application process for all grants/funding applications, which involves coordinating with other departments to collect needed information for writing the proposal
- Creates and updates a proposal calendar to know when proposals/applications are due

- Drafts and submits invoicing to funders, as needed, and ensures payments are made by coordinating with the Director of Finance
- Creates, updates, and maintains all grant application/reporting materials and ensures materials are on-brand and convey an effective message

Institutional Development

- Maintains fundraising tracker to measure YTD performance towards annual goals
- Supports departments in developing new funding opportunities including attending meetings and managing correspondence
- Researches and proposes new grants for CEDS Finance to apply
- Creates and manages an individual giving program to diversify fundraising efforts

Outreach & Partnerships

- Works with Communications Officer to attend outreach events with community and partner organizations to represent CEDS Finance
- Updates and maintains partnership program guides
- Coordinates partnership deliverables as set out in the program guidelines to ensure CEDS Finance is in compliance with partners, funders, and donor contracts

Qualifications and Essential Skills

- Bachelor's degree
- 1-3 years of grant writing experience
- Superb writing skills with the ability to tailor messaging to funder requirements
- Proven experience conducting research
- Experience drafting budgets
- Proficient in Microsoft Office Suite
- Excellent organizational skills
- Ability to meet deadlines
- Willing to work collaboratively while also able to work independently
- Preferred that candidate is multilingual

Salary and Benefits

- Hiring range: \$54,266 - \$65,119
- Annual performance-based bonus
- Benefits include:
 - Competitive health, dental, and vision benefits
 - Flex Spending Account (FSA)
 - 403(b) retirement plan with employer match
 - Generous paid time off and holiday policies
 - Flexible schedules with a mix of in-person and remote work permitted
 - Annual professional development stipend
 - Generous parental leave policy

How to Apply

Interested candidates should submit their resume and cover letter that addresses their qualifications for the responsibilities listed above to hr@cedsfinance.org with “Development & Outreach Officer” in the subject line.

About CEDS Finance

CEDS Finance is a mission-driven non-profit small business lender that also provides business support services to underserved business owners across Denver Metro. It works to remove barriers thus expanding financial services to those who’ve been marginalized from the traditional financial system; and empower them towards thriving businesses, families, and communities. CEDS Finance is the only organization in the state of Colorado that provides Islamic-compliant business financing.

CEDS Finance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, color, national origin, sex, sexual orientation, gender identity and expression, marital status, religion, ancestry, mental or physical handicap, or age. In addition to federal law requirements, CEDS Finance complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.