



www.childrensimmunization.org and www.immunizeforgood.com

Membership and Development Manager

The Colorado Children's Immunization Coalition is a nonprofit 501(c)(3) organization composed of over 300 members representing over 80 organizations, including the Colorado Department of Public Health and Environment (CDPHE), local health departments, nursing services, community organizations, corporations, and individuals. CCIC promotes improved access, delivery and demand for children's vaccinations to keep Colorado healthy. We achieve our mission through:

- Raising public awareness about the importance of vaccination through strategic communication campaigns.
- Provider education on best practices and vaccine developments and regulations.
- Advocacy for state policies that support access and delivery of vaccines.
- Encouraging and facilitating collaboration between members, program partners and providers.

The **Membership and Development Manager** reports to the Executive Director and is responsible for CCIC's membership recruitment, retention and coordination of member benefits as well as providing administrative and logistical support for the Coalition's operational and development activities.

Membership

- Maintaining and cultivating relationships with collaborative partners, including CDPHE, local health departments, and other nonprofit organizations
- Assisting with the development and implementation of a membership growth and management plan.
- Creating and deploying membership surveys and evaluations
- In coordination with the CCIC Communication's Manager, developing CCIC marketing materials for member recruitment activities and member communications including e-newsletters, special announcements, and policy updates and action alerts.
- Planning and implementing Coalition meetings, including presenters, content, web conferencing, and other logistical coordination.
- Maintaining and updating membership database.
- Providing logistical support for members' programs, activities and special events.
- Coordinate member benefits such as provider education programs across Colorado, managing the continuing education accreditation requirements, and developing and utilizing evaluation tools to track the success of the program.
- Coordinate CCIC presence at local immunization coalition across the state, professional conferences, health fairs, and community outreach events.
- Managing orders and distribution of CCIC resources including palm cards, brochures and postcards.

Development

- Working closely with the Executive Director in growing donor development, specifically in the development and launch of member appeal.
- Manage and acknowledge member donations and individual gifts.
- Prospecting and cultivating of corporate donors with support from Executive Director
- Assisting the CCIC team in successful planning and execution of CCIC's annual fundraising event.

Administrative Responsibilities

- Administrative support for the Board of Directors and Vaccine Advisory Committee for Colorado, including taking Board and committee meeting minutes, preparing agendas and meeting materials, and following-up on committee deadlines and activities.
- Conference room and catering scheduling for Board, Coalition, and committee meetings.
- Coordinate web conferencing for meetings and events.

Desired Skills and Qualifications:

- Excellent interpersonal and communication skills
- BA/BS degree required
- Proficiency in MS Office suite and comfort using social media and conference technology a must; familiarity with Convio a plus.
- Minimum 2-3 years of program coordination, member relations and/or development experience, preferably in a health-related field
- Self-starter with ability to work independently
- Skilled in building and maintaining thriving professional relationships
- Willingness to assist team on any project
- Strong project coordination skills
- Strong organizational skills and ability to juggle multiple tasks and timelines
- Ability to work cooperatively in a fun team environment
- Strong interpersonal skills coupled with the ability to build and maintain effective relationships with diverse stakeholders.
- Motivated to learn about improving Colorado's health through vaccination.

Position is exempt, 40 hrs/week with a flexible schedule, possibility to work from home at times, and opportunities for job growth and professional development. Salary range is \$38,000 - \$42,000 DOE with benefits. Please send resume and cover letter to Erin Suelmann, Deputy Director, at erin.suelmann@childrenscolorado.org by Wednesday July 13th, 2011.