



COLORADO COLLEGE

Public Interest Fellowship Program

www.coloradocollege.edu/pifp

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Fellowship Job Description

This will be a:

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Summer Fellowship

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Yearlong Fellowship

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Project Based Micro-Fellowship

Organization name: The Arc Pikes Peak Region

Organization City: 10. N. Meade Ave. Colorado Springs, CO 80909

Website URL: www.thearcppr.org

Organization Mission Statement: To promote and protect the human rights of people with intellectual and developmental disabilities and actively support their full inclusion and participation in the communities of the Pikes Peak region throughout their lifetimes.

Anti-Discrimination Statement/Policy:

The Arc Pikes Peak Region is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Supervisor Name: Wilfred Romero

Supervisor Title: CEO

Fellowship Overview

Job Title: Development Associate Fellow

Role Overview: The Development Associate Fellow (DAF) will assist in driving key community awareness, fundraising, grant, and donor engagement activities to grow The Arc Pikes Peak Region mission and the awareness of the need for an fully inclusive community. This role is ideal for a **self-motivated, results-driven professional** who can work independently while collaborating effectively with leadership.

The DAF will assist in managing the fundraising pipeline, assist with the execution of grant submissions, assist in the coordination of donor engagement activities, support fundraising events, and create and execute the organization's fundraising calendar. The position requires proactive relationship-building, excellent writing skills, strong organizational abilities, and comfort working in a fast-paced, mission-driven environment.

Primary responsibilities and expectations of fellow:

Fundraising & Development

- Partner with the CEO to implement a diversified fundraising strategy, including grants, contracts, corporate sponsorships, individual donors, and special events.
- Assist in Creating, Executing and modifying the annual fundraising calendar to align with evolving priorities and opportunities.
- Research, write, submit, and track grants; ensure timely reporting.
- Support donor cultivation and stewardship through proactive outreach and engagement.
- Assist in the coordination of fundraising campaigns (e.g., Gala, Giving events) and identify one-off revenue opportunities.
- Assist in maintain accurate, up-to-date donor and funder data in the Arc-PPR

Events & Campaigns

- Support planning and execution of signature fundraising events, including vendor and sponsor outreach.
- Assist in managing in-kind giving campaigns with retail, corporate, and community partners.
- Assist in creating marketing materials and social media content to promote events and campaigns.

Communications & Donor Stewardship

- Draft and send donor acknowledgments for both in-kind and monetary donations.
- Ensure consistent communication with supporters through email, social media, and other channels.
- Collaborate with the marketing team to align fundraising messaging with the organization's brand.

Additional Support

- Assist with volunteer event coordination as needed.
- Complete other agreed-upon tasks related to fundraising, communications, and community engagement.

Duration of Fellowship (number of weeks): **12**

Average hours per week: **30**

Anticipated start and end dates of the fellowship: May 25, 2026 -August 14, 2026

Percentage of in-office work: 90%

Full physical address of on-site/in-office work: 10 N. Meade Ave. COS, CO 80909

Percentage of work away from the office:

10% - Personal Vehicle may be used to run errands and make site visits, attend meetings, attend community functions. Fellow will be reimbursed mileage according to the IRS Mileage reimbursement rate for 2026 on a monthly basis upon completion of the Arc-PPR Mileage Reimbursement Form.

Details and expectations regarding in-office vs. off-site work?

*Fellow should own their own Laptop

*Have access to reliable and insured transportation for work related travel

Describe a typical week as a PIFP fellow within your organization:

The Fellow will work 30 hours a week Monday through Friday. On occasion a weekend activity may be scheduled. To allow for the Fellow's participation on the weekend the work week schedule will be adjusted to meet the activity support needs. Throughout the week will work closely with Community Engagement Specialist to discuss events concepts, budgets and expectations. Identify and book locations and acquiring permits or events. Learn negotiations skills working with vendors, securing speakers and coordinating event staffing.

Wages/Stipend: \$20.00

Additional benefits offered to the fellow:

Professional development training opportunities

Paid Holidays

Personal Time Off (PTO) at the rate of 1 hour for every 30 hours worked

Per-Deim for work related travel

The Fellowship Experience

Through this role, the fellow will build capacity in this organization by:

Expanding direct service reach

- Assisting with community awareness, education, and outreach tasks (e.g., preparing materials, helping with follow-up calls/emails), allowing staff advocates to serve more individuals and families across El Paso, Park, and Teller Counties.

Strengthening education and outreach efforts

- Supporting the planning and logistics of community events; helping maintain and update donor resource lists, presentation materials, and social opportunities for people with IDD and their families.

Advancing communications and community awareness

- Contributing to basic communications tasks (e.g., draft social media or newsletter content, flyers) that elevate awareness of disability rights and inclusion and The Arc Pikes Peak Region's services.

Bringing fresh ideas and perspective

- Offering a student's lens on accessibility, inclusion, and equity, and sharing feedback from their projects and observations that can inform program development.

These contributions will free staff to focus on higher-level advocacy and guardianship work while leaving behind tools, materials, and processes that continue to benefit the organization after the fellowship ends

Please describe ways in which the fellow will contribute to societal systemic change and/or direct service to the community during this fellowship:

During this fellowship, the fellow will contribute both to direct service and to broader systemic change in the IDD community to promote full inclusion for all abilities:

Direct Service to Individuals and Families

- May Assist with education and social programs (workshops, support groups, social/recreation activities), helping people with IDD and their families build skills, connection, and confidence.

Advocacy that Influences Systems

- Observe and may gradually participate in systems-level advocacy, such as identifying patterns in barriers families face (e.g., access to services, school inclusion, transportation) and helping staff communicate those trends to schools, providers, and policymakers.
- Assist with outreach to under-served groups, helping expand who hears about and can access advocacy, thereby addressing inequities in the local IDD system.

Building Long-Term Capacity for Change

- Work on a defined project (such as organizing data, improving donor tracking tools, or refreshing outreach materials) that strengthens our ability to document funders, tell the community's story, and respond strategically over time.
- Bring a fresh equity-focused perspective to discussions about access, language, and inclusion, helping us continually improve how we challenge stigma and promote self-determination for people with intellectual and developmental disabilities.

Through these activities, the fellow will directly support individuals and families while also helping The Arc Pikes Peak Region more effectively advocate for lasting improvements in how systems serve the IDD community.

What support or professional development can the fellow expect from their supervisor, other staff, or the organization?

The Fellow can expect structured, relational support and intentional professional development from their supervisor, staff, and the organization:

Consistent, supportive supervision

- A primary supervisor who provides a clear onboarding plan, helps set learning goals, and meets regularly (at least weekly) for check-ins, feedback, and reflection.
- Coaching on core professional skills: communication, boundaries, documentation, and time management.

Training and orientation

- Initial and ongoing training on disability rights, person-centered practices, the local IDD service system, and The Arc's advocacy, education, guardianship, and social programs.
- Guidance on ethics, confidentiality, and trauma-informed, culturally responsive practice.

Access to and mentorship from other staff

- Opportunities to shadow and learn from advocates, guardianship staff, program coordinators, and administrative staff.
- Informational interviews and conversations about different career paths in disability services, nonprofits, and advocacy.

Cross-program learning and project support

- Exposure to multiple program areas and support in taking on a meaningful project with clear expectations and step-by-step guidance.
- Feedback that focuses on both the quality of their work and their longer-term professional growth.

Reflective and emotionally supportive environment

- Space to debrief challenging situations and process what it means to work alongside people with intellectual and developmental disabilities and their families.
- An organizational culture that welcomes questions, normalizes learning, and treats the fellow as a developing professional whose voice and perspective matter.

Connection to broader opportunities

- Encouragement to participate in relevant community meetings, trainings, and events as available.
- Coordination with PIFP's own professional development and reflection activities so the fellow's on-site learning is reinforced by the cohort experience.

Qualifications and Expectations

Required qualifications, skills, and expectations:

- Desire to learn nonprofit development fundraising experience, with demonstrated efforts in fundraising and donor relations.
- Strong written, verbal, and interpersonal communication skills.
- Highly organized with the ability to manage multiple priorities and meet deadlines.
- Self-starter who thrives in a contractor role with minimal supervision.

Preferred qualifications, skills, and expectations:

- Some college Junior or Senior Level Preferred
- Some experience in Social media marketing experience is desirable.
- Knowledge of and connections within the Colorado Springs philanthropic community is a plus.
- Availability to work occasional evenings/weekends for events.

Advice or additional information for applicants considering this fellowship:

The Arc Pikes Peak Region is dedicated to providing the Development Associate Fellow true work experience that will build confidence, experience and a future leader. The Arc Pikes Peak Region has hired past Fellows for permanent positions.

Supplemental Essay Question

In addition to the three PIFP short answer questions on your application, please add this fourth question to your application when applying for this specific fellowship role.

Please keep your response to less than 350 words.

What does an “Inclusive City” look like to you?