

**Job Title:** Business Development & Recruitment Coordinator  
**Reports To:** Senior Program Director  
**FLSA Status:** Full-time / Non-exempt  
**Hourly Pay:** \$26 - \$28/hour + mileage reimbursement

**General Purpose:**

For more than 100 years, Easterseals Colorado, a nonprofit organization, has served as an indispensable resource for individuals with disabilities, veterans, seniors, and their families.

The Business Development & Recruitment Coordinator supports the growth of Angels Service, a home healthcare program, in the Denver Metro area by building referral partnerships, recruiting service providers, and supporting the client intake pipeline. As Angels Service expands, this role will also assist with business development and recruitment efforts across additional Easterseals Colorado programs.

This position is highly field-based and will work both from the Lakewood main office and throughout the Denver Metro area. Reliable transportation is required.

**Key Duties & Responsibilities:**

1. Client Recruitment & Outreach

- Build and maintain relationships with Case Management Agencies (CMAs), case managers, and other referral sources
- Conduct regular in-person outreach visits to referral partners
- Present Angels Service offerings clearly, professionally, and confidently
- Identify, document, and follow up on referral opportunities
- Coordinate with Intake and Program Leadership to ensure timely handoff from referral to enrollment

2. Provider Recruitment

- Actively recruit caregivers, contractors, and other service providers through outreach, events, and partnerships
- Collaborate with the Marketing Department on recruitment strategies (job boards, social media, networking, community partnerships)
- Attend job fairs and community hiring events
- Conduct initial screenings and coordinate next steps with HR and Program Leadership (*Final hiring decisions remain with HR/Program Leadership*)

3. RFP & Growth Opportunity Management

- Monitor RFPs and growth opportunities relevant to home and community-based services
- Support proposal responses by gathering required materials, tracking deadlines, and coordinating internal inputs

4. Community Partnerships & Outreach

- Represent Easterseals Colorado at community events, resource fairs, and networking opportunities
- Distribute marketing materials and educate partners on services
- Promote all ESC programs as appropriate, with Angels Service as the primary focus

## 5. Data Tracking & Reporting

- Track outreach and recruitment metrics, including:
  - Outreach activity
  - Referral sources
  - Referral-to-enrollment conversion
  - Provider recruitment pipeline
- Provide summary reports to the Senior Program Director every other week

### **Required Skills & Knowledge:**

- Knowledge of Medicaid-funded services and terminology (PASA, CMA, HCBS preferred)
- Familiarity with Class B Home Health operations strongly preferred
- Strong relationship-building and community engagement skills
- Sales-oriented outreach mindset with strong ethical and mission alignment
- Highly organized, self-directed, and comfortable working independently in the field
- Strong written and verbal communication skills

### **Preferred Qualifications:**

- Previous experience in healthcare, home health, home care, or human services outreach
- Experience working with Medicaid-funded or waiver-based programs
- Existing relationships with Case Management Agencies (CMAs), community partners, or referral sources in the Denver Metro area
- Background in provider recruitment for caregiving, home health, or community-based services
- Bilingual skills (Spanish preferred)
- Demonstrated success meeting outreach, recruitment, or enrollment goals

### **Physical & Work Environment Requirements:**

- This position is primarily field-based and requires frequent travel throughout the Denver Metro area, as well as periodic work from the main office
- Ability to travel locally by car multiple times per week; reliable transportation is required
- Must be able to attend meetings, outreach visits, job fairs, and community events held in a variety of indoor and outdoor settings
- Ability to sit, stand, walk, and move between locations for extended periods of time during the workday
- Ability to lift and carry marketing materials or supplies weighing up to 20 pounds
- Frequent use of a computer, phone, and other standard office equipment

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role*

### **Work Schedule:**

- This is a full-time position, typically scheduled Monday - Friday during standard business hours
- Due to the field-based nature of the role, the schedule may vary based on outreach activities, community events, job fairs, and partner availability
- Occasional early mornings, evenings, or weekends may be required to support recruitment and outreach efforts

- Work hours may be adjusted within the *same* work week to accommodate event schedules, in accordance with organizational policy and applicable wage and hour regulations

### **Physical Requirements and ADA Accommodations**

This position may involve tasks that include lifting, carrying, pushing, or pulling items weighing up to 50 pounds. It also frequently requires physical activities such as sitting, standing, walking, bending, squatting, kneeling, and reaching. This role does require travel and the ability to navigate various community environments.

### **Benefits Offered**

At Easterseals Colorado, our employees are our most valuable asset—and we are proud to invest in their well-being. We offer a comprehensive benefits package designed to support your health, financial security, and work-life balance, including: medical, dental, and vision insurance with a portion of the premiums employer paid; Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA); Retirement Plan to help you plan for the future; Employee Assistance Program (EAP) for confidential support and resources; Paid holidays and generous Paid Time Off (PTO).