

Part-Time Development Manager

Title: Development Manager

Reports to: Executive Director

Salary: \$26 - \$29/hr

Benefits:

1. Serve a great mission – eliminating homelessness, and impacting generations to come
2. Join a supportive and honoring team culture
3. Annual retreat to unplug from the day to day and connect with the Bridge of Hope team
4. Flexible hours
5. Ability to work from home
6. Wellness plan to foster a better work/life balance
7. Opportunity to grow this role into a fulltime position
 - a. Full-time employees receive benefits commensurate with role

Qualifications:

1. Bachelor's degree
2. Ideal candidate has 2+ years nonprofit fundraising experience
3. Marketing experience
4. An understanding of and a commitment to the mission of Bridge of Hope Greater Denver. To engage Christian faith communities in ending family homelessness through neighboring relationships that demonstrate Christ's love.
5. Active member of a Christian faith community that confesses Jesus Christ as divine Lord and Savior, with a strong personal faith experience.
6. Strong interpersonal skills.
7. Strong communication skills, both written and oral.
8. Position requires a valid driver's license and availability of a vehicle.

Position Summary:

The Development Manager will be responsible for leading fundraising efforts in partnership with the Executive Director and Board of Directors. Fundraising strategies that this individual will manage include, but are not limited to individual donor cultivation, corporate solicitations, special events, and annual appeals. They will be responsible for managing the organization's donor database. The Development Manager will also lead organizational marketing efforts and manage the website and social media sites. Knowledge of working with a moves management system a plus.

The ideal candidate will enjoy initiating and engaging with a wide variety of people, and be able to efficiently manage high level contacts with staff, board members, business professionals, and individual donors with a friendly, professional demeanor. Exceptional oral and written communication skills are a must. Strong computer skills are essential, including being able to manage data related to individual and corporate contacts and donation history.

Hours: 30+ hours a week, flexible schedule, must be available some weekends and evenings.

Responsibilities:

DEVELOPMENT: (70%)

1. Individual Donor Cultivation

- a. Lead efforts to cultivate individual donors. This includes identifying new donors and creating and executing strategies for building relationships with existing donors.
- b. Ensure a prompt response to individual donors' inquiries through written correspondence, telephone contact, personal contact, and e-mail, assuring the donor that their needs are addressed.
- c. Develop materials for fundraising campaigns.
2. Special events
 - a. Lead efforts to collect live and silent auction items for the gala.
 - b. Support the Executive Director in the planning of the annual gala and golf tournament.
 - c. Sell sponsorships and tickets to the events.
 - d. Volunteer Management: leading and recruiting volunteers
3. Corporate relations
 - a. Design and expand corporate partnerships with local and regional businesses.
 - b. Research and identify potential business sponsors.
 - c. Develop and promote event sponsorships, program underwriting, and other corporate promotion opportunities.
4. Manage donor database (Bloomerang)
 - a. Ensure that the appropriate donor information is being collected in the donor database.
 - b. Assist in the recording of gifts and contact notes.
 - c. Generate reports and analyze data as needed.
5. Community Presence
 - a. Represent the organization at community, business, and church events when needed.
6. Other
 - a. Other tasks as deemed necessary by the Executive Director.

MARKETING (30%)

1. Marketing plan
 - a. Develop a strategic, creative marketing plan to strengthen visibility to support fundraising efforts.
2. Social media
 - a. Manage all social media communication.
 - b. Manage website and ensure the content is current.
3. Marketing materials
 - a. Produce monthly newsletters.
 - b. Build and maintain a library of stories, quotes, photos, etc. for various marketing uses: social media posts, newsletters, press releases, video, print materials, etc.
 - c. Compose and layout marketing materials, including brochures, posters, sponsorship packets, invitations, cards, etc.

Application Process: Please submit a cover letter and resume to Veronika Clark at veronika@bridgeofhopedenver.org. Applications will be accepted until the position is filled