

## Part-Time Fundraising Manager

**Title: Fundraising Manager**

**Reports to:** Executive Director

**Salary:** \$26 - \$29/hr

**Benefits:**

1. Flexible hours
2. Ability to work from home
3. Wellness plan to foster a better work/life balance
4. Opportunity to grow this role into a fulltime position
5. Serve a great mission – eliminating homelessness, and impacting generations to come

**Qualifications:**

1. Bachelor's degree
2. Ideal candidate has 2+ years nonprofit fundraising experience
3. 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.
4. Position requires a valid driver's license and availability of a vehicle.

**Position Summary:**

The Fundraising Manager will be responsible for leading fundraising efforts in partnership with the Executive Director and Board of Directors. 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 engage in 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:**

**FUNDRAISING: (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.
2. Special events
  - a. Lead efforts to collect live and silent auction items for the gala.
  - b. Support the Executive Director and Communications Manager in the planning of

the annual gala and golf tournament.

- a. Sell sponsorships and tickets to the events.
  - b. Volunteer cultivation
3. Corporate relations
- a. Design and expand corporate partnerships with local and regional businesses.
  - b. Research and identify potential business sponsors.
4. Manage donor database (Bloomerang)
- a. Ensure that the appropriate donor information is being collected in the donor database.
  - b. 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. Implement strategic, creative marketing plan to strengthen visibility to support fundraising efforts.
2. Assist in the development of new marketing materials, based on current trends and communication with donors/sponsors.

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