



FUND DEVELOPMENT MANAGER

Safe Shelter of St. Vrain Valley provides comprehensive domestic violence services and is regarded by the community as a professional, stable, mission-driven organization governed by a dedicated volunteer Board of Directors and staffed by experienced professionals. We provide opportunities for ongoing professional development and training and offer the opportunity to improve our community and the lives of individuals affected by domestic violence, family violence, abuse in later life, and human trafficking.

We are seeking an individual who is passionate about our goal of preventing interpersonal and domestic violence, advocating for victims, and working in an organization that focuses on the needs of victims of relationship abuse.

The Fund Development Manager will work with the Executive Director to develop and execute an effective and diversified annual fundraising plan. Successful candidates must possess leadership skills and exceptional ability to work with donors, community leaders and partners, board members, staff, and volunteers.

Key Responsibilities

The Fund Development Manager is chiefly responsible for raising substantial funds annually to support our mission and programs and for expanding and diversifying our funding sources for future growth.

Individual Donor & Foundation Grants Development

- Plans and executes major giving programs
- Researches and identifies donor prospects
- Develops and coordinates donor solicitation strategy
- Works with Executive Director to grow relationships with individual donors, community organizations, businesses and foundations, including donor and partner recognition
- Tracks and assesses fundraising metrics
- Creates major gift proposal documents
- Utilizes fundraising and marketing tools, including on-line tools
- Works collaboratively with board members and staff on fundraising
- Plans and implements fundraising events in collaboration with the Board of Directors and Events Coordinator
- Oversees the research, writing, and tracking of grant proposals and ensures timely grant reporting in compliance with grant agreements
- As needed, hires and oversees fundraising consultants and contractors

Communications

- Writes and disseminates press releases
- Develops/oversees production of publications, promotional materials, newsletters, and brochures
- Is able to present the organization's mission to a variety of audiences with poise, conviction and fluency

Experience

- Minimum of 3-5 years' experience in comprehensive fundraising
- Minimum of 3-5 years' experience in identifying sources of funding for nonprofit organizations
- Minimum of 1-2 years' experience in grant writing

Education

- Bachelor's Degree in Business/Marketing, Nonprofit Development, or related field; or any equivalent combination of education and work/life experience

General Background/Experience:

- Evidence of success in obtaining government grant awards
- Previous success in meeting organizational fund-raising goals
- Successful experience in managing special events
- Facility in using Donor Tools software system
- Communication skills, with superior interpersonal, verbal, and writing skills
- Highly organized, including time management skills
- Flexibility
- Service philosophy
- Organizational and leadership skills

Position Status: Salaried, Exempt, Full Time. Occasional evenings and weekends may be required for special events. Benefits include generous Paid Time Off (PTO) as well as fully paid health, dental, vision, and life insurance.

Starting annual salary is \$50,000 - \$55,000

To apply, please send cover letter with contact information, resume and supporting documents, if you wish, to:

jackie@safeshelterofstvrain.org

We Are an Equal Opportunity Employer: It is the policy of Safe Shelter of St Vrain Valley to provide equal opportunity for all qualified persons and we will recruit, hire, train and promote into all job levels the most qualified individuals without regard to race, color, creed, religion, sex, national origin, ancestry, marital status, status with regard to public assistance, disability, age, sexual orientation, or other protected status under any federal, state, or local law.