



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.

We are seeking an individual who is passionate about the prevention of interpersonal and family violence, victim advocacy, and has a strong desire to work in an organization that focuses on victims of relationship abuse and positively impacting the lives of others.

This position requires demonstrated success in grants management, as well as comprehensive fundraising strategies, donor cultivation and stewardship; and a basic understanding of community outreach strategies and planned giving campaigns.

The Development Manager will work with the Executive Director to develop 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.

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.

Key responsibilities include but are not limited to:

Grants Management (Foundation, Corporate & Government)

- Research potential grant sources; develop and write persuasive and timely proposals
- Write and submit periodic reports to corporate, foundation, state, and federal funders
- Maintain ongoing communications and relationships with funders
- Assist with data collection for reports
- Communicate with staff to create goals and objectives of grant projects and to assure that objectives are met and tracked
- Conduct data analysis and reporting

Individual & Corporate Donor Development

- With the Executive Director, create and implement a plan to recruit, maintain, and upgrade donors, businesses, and corporations
- Maintain and cultivate cordial communications with individual donors and community groups
- Coordinate and execute year-end Annual Appeal components and follow up
- Support the Executive Director and Board of Directors in cultivating and stewarding major donors

Communications

- Develop, write copy for, help design and oversee production of Publications, Promotional Materials, Newsletters, and Brochures for public education and awareness
- Write and disseminate press releases

General Qualifications/Experience:

- Three to five years of successful fundraising, proposal writing and grants management experience
- Strong leadership skills
- Creative thinking
- Competence in reading financial statements and budgets including development and revisions as needed
- Knowledge of fundraising and development principles, methods, and procedures
- Knowledge of effective communications strategies to multiple audiences
- Excellent writing, editing, verbal communication, and organizational skills
- Understanding of data analysis
- Proven computer skills including Microsoft Office and an ability to work with new and emerging online platforms. Knowledge of graphic design and programs a plus.
- Ability to establish priorities, meet deadlines, and manage workflow efficiently
- Ability to work well both independently and as part of a team

Educational Qualification:

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

Position Status: Salaried, Exempt, 40 hours. 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
Reports to: Executive Director

To apply, please send cover letter with contact information, sample successful grant proposal and resume 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.