



Safe Shelter of St. Vrain Valley is a nonprofit victim service organization, which provides safety, support, and resources to individuals affected by domestic violence, family abuse, abuse in later life, and human trafficking. We promote survivors' self-empowerment through direct services and community education, and advocate for the right of every individual to live a life free of intimidation, exploitation, and abuse.

FUND DEVELOPMENT MANAGER

POSITION SUMMARY: The position requires demonstrated success in grants management, as well as donor cultivation and stewardship, corporate and foundation fund development, and a basic understanding of planned giving campaigns. The Fund Development Manager will work with the Executive Director and Board of Directors to develop an effective and diversified annual fundraising plan. Successful candidates must demonstrate leadership skills and exceptional ability to work with donors, corporate, foundation, and community leaders, board members, staff, and volunteers.

This position requires complete commitment to and understanding of Safe Shelter's mission and operating philosophy. It requires close working relationships with the Executive Director, Business Manager, Program Directors, 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, Corporate & Foundation Grants Development

- Works with Executive Director to grow and maintain relationships with individual donors, corporations, businesses, foundations, and other community organizations
- Researches and identifies donor prospects
- Develops and coordinates donor solicitation strategy
- Plans and executes major giving programs, including creation of major gift proposal documents
- Utilizes fundraising and marketing tools, including on-line tools
- Tracks and assesses fundraising metrics
- 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

Major Event Oversight

- Designs and implements fundraising events in collaboration with Board of Directors and Events Committee
- Establishes, cultivates and retains relationships with vendors and venue hosts
- Creates reliable pro forma invoices for review and approval by the Executive Director and Board of Directors
- Oversees Events Coordinator Duties:
 - Successful planning and prioritizing event preliminary, on site, and follow up details, including seating, hospitality and food, promotion, and invitations and post event wrap up
 - Maintaining a strong interface with host personnel
 - Creating accurate budget projections, tracking expenses, and remaining on or under budget
 - Accurately capturing donor activities and assuring follow up acknowledgements
 - Assisting with creation of event programs and other collaterals

Communications

- Writes and disseminates press releases
- Develops/oversees production of publications, promotional materials, newsletters, and brochures
- Presents 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

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
- Highly organized, including time management skills
- Flexibility
- Service philosophy
- Organizational and leadership skills
- Communication skills, with superior interpersonal, verbal, and writing skills

Education

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

Position Status: Salaried, Exempt, Full Time (4-day; 32-hour work week)

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 \$60,000

To apply, please send cover letter, resume, and writing sample 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.