



Job Title: Fundraising Manager

Reports To: Either Director of Member Services and Finance or Program Director

Part Time: 40 hours a week w/benefits

FLSA Status: Non-Exempt

Date: 5/1/2019

About the Family Resource Center Association:

The Family Resource Center Association's (FRCA) vision is for a Colorado in which every family is thriving and self-sufficient. Our mission is to provide training, resources and development to ensure our Member Centers are optimally equipped to serve Colorado families.

FRCA has a generous benefits package including paid holidays; paid vacation leave; retirement contributions; a nice work environment in Downtown Denver located close to public transportation; great co-workers and a mission that is making a difference in the lives of thousands across Colorado.

Purpose of the Position

The Fundraising Manager will be responsible for executing a comprehensive fundraising strategy for FRCA, developed and supported by executive leadership, staff, the Board of Directors, and the Development and Marketing Committee of the Board.

Essential Duties and Responsibilities

Fundraising

- Government and Foundation funding research, proposal writing and grant calendar management
- Coordinate grant application content (narrative and supporting documents) with other staff
- Donor communications including mailings and donor acknowledgements
- Donor data entry, donor tracking, routine donor database maintenance in Raiser's Edge
- Coordination and execution of special events (approximately 2 per year)
- Manage specific fundraising components for the Association such as annual giving, individual giving, and major gifts
- Key lead on annual Colorado Gives Day campaign
- Collaborate with key staff, board and committees to develop and execute fundraising plans

Strategic

- Understand the association and intermediary model and overall growth plan for FRCA and strategically fundraise toward that goal
- Look for collaborative opportunities for fundraising, like joint grant application projects
- Provide monthly updates and reports to the executive leadership, Development and Marketing Committee, and the Board of Directors on progress toward fundraising goals
- Coordinate Development and Marketing Committee meetings, including meeting agendas, materials, meeting logistics, etc.

Financial Oversight and Reporting

- Coordinate grant prospecting, grant reporting and submission efforts with other relevant staff
- Ensure grant reporting is timely and accurate, including attachments
- Work with the leadership team to develop future fundraising strategy and budget

General Tasks and Responsibilities

- Actively participate in FRCA meetings and processes in a positive, problem solving manner
- Maintain professionalism in line with FRCA policies and standards
- Maintain high level of confidentiality as it relates to the agency and all records/documents
- Ability to occasionally work flexible hours when needed
- Other duties as assigned



Qualifications

- Relevant experience with nonprofit organizations
- Proven experience with successfully submitting letters of intent and grant applications to funders
- Experience with donor databases
- Ability to independently manage multiple tasks, projects, and consultant deliverables while assessing and changing priorities based upon organizational needs
- Excellent communication (verbal and written), listening, analytical, and research skills
- Strong computer skills with Word, Excel, Outlook, PowerPoint, mail merges, and Google Docs platform
- Candidates must be self-motivated, detail oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information
- Self-starter, comfortable with taking the initiative
- Ability to work closely with others in small highly-collaborative team environment
- Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct format
- A can-do, team-oriented attitude
- Actively assist in solving problems in a professional manner
- A solid understanding of nonprofit budgets as they relate to proposals and grants
- Minimum 2-4 years of relevant nonprofit experience are required

Preferred

- Experience with Adobe Creative Suite
- Experience with Raiser's Edge or a comparable donor database platform
- Experience fundraising for an intermediary or association

Competencies

- Excellent customer service skills, phone and in-person
- Strong working knowledge of Microsoft Office, including Word, Excel, Outlook and PowerPoint
- Ability to work independently, manage multiple tasks and projects and to assess and change priorities based upon agency needs

Work Schedule and Compensation

- This position is 40 hours per week, with paid health benefits for the employee after 90 days of successful employment
- Benefits include: Paid vacation/sick/holiday leave; health insurance for employee; company match to retirement plan
- The Fundraising Manager will report to the Director of Member Services and Finance or Program Director
- Schedule is Monday-Friday 8:00 a.m. – 4:00 p.m. or 9:00 a.m. – 5:00 p.m.
- Occasional weekend/evening hours are required.
- Compensation Range: \$23.00-\$26.00 per hour depending on experience.

Hiring

- FRCA is an Equal Opportunity Employer. We are dedicated to diversity and encourage all individuals to apply.
- Successful applicant will be asked to authorize a background check before employment is approved.

Please submit your resume and cover letter to info@cofamilycenters.org with **Fundraising Manager in the subject line**. The posting will close when the position is filled. Applicants are encouraged to apply promptly.