



**Job Title:** Development Manager

**Reports To:** Co-Executive Director(s)

**Hours:** Full Time with Benefits

**FLSA Status:** Exempt

**Date:** January 10, 2024

### **About the Family Resource Center Association:**

The Family Resource Center Association's (FRCA's) vision is for a Colorado in which every family is thriving and self-reliant. Our mission is to strengthen families through partnership and collaboration. Learn more about us at [www.cofamilycenters.org](http://www.cofamilycenters.org).

### **Position Summary**

This position, in collaboration with key staff, board members, and committees, will execute a variety of strategies to fundraise. The Development Manager is responsible for managing FRCA's overall development strategy, including gathering, securing, and growing fundraising prospects such as state and federal contracts, local and national foundation grants, corporate partnerships, and individual donors. In addition, this position will assist FRCA in moving forward its 2023-2026 Strategic Plan, by coordinating the Strategic Planning work groups. The ideal candidate will have a solid background in development management, experience with targeted giving campaigns, and enthusiasm for telling the story of our successes with partner sites and families all across Colorado.

### **Working Relationships**

Task Supervisor: Co-ED

Internal Relationships: FRCA Staff and Board Members

External Relationships: Funders, Donors, Family Resource Center Directors and Staff, FRCA stakeholders

### **Essential Duties and Responsibilities**

#### Development

- Conduct government, foundation and corporate funding research.
- Manage grants and reporting, including proactively tracking deadlines using a grant calendar
- Coordinate development prospecting, reporting and submission efforts with other relevant staff, including Leadership, other Managers and the Project and Grants Administrator.
- Produce materials for submission and reapplication, including drafting Letters of Inquiry and application materials.
- Manage annual giving, corporate giving, individual giving, and major gifts.
- Manage donor communications, including electronic communications, mailings and acknowledgements.
- Responsible for donor tracking, including oversight of donor database maintenance and supporting the Assistant in donor data entry.
- Manage FRCA's participation in workplace giving program (Community Shares), ensuring compliance to responsibilities and maximization of benefit.
- Manage FRCA's participation in Colorado Gives 365, ensuring compliance to responsibilities and maximization of benefit. Assume lead role on annual Colorado Gives Day campaign.
- Oversee the planning and executing of all fundraising events (large event every other year, smaller events annually). This could include coordinating volunteer committees, staff, board members, and event vendors.

### Marketing

- Participate in the Brand Clarity Strategic Planning workgroup.
- Act as the staff lead for the Marketing and Promotion Committee.
- Develop consistent messaging and branding of FRCA's work.
- Oversee the execution of the agency's external marketing and communications plan.
  - Oversee the development and maintenance of organizational collateral and electronic media (newsletters, presentations, fact sheets, annual reports, press releases, and other communication tools) to ensure appropriate messaging and accurate branding.
  - Oversee various dissemination strategies.
- Providing occasional content writing and editing, to support the Assistant in uploading communications to various platforms, including the website, Constant Contact and Social Media.

### Strategic

- Work with the leadership team to develop annual fundraising strategy and annual organization budget, including development expenses.
- Convene FRCA's strategic planning workgroup leads, including meeting logistics, monitoring overall plan progress, and providing updates to staff, executive leadership, and the Board of Directors.
- Stay apprised of best practices in the development field. Monitor trends in the family support field and adapt fundraising and communications strategies as necessary.

### General Tasks and Responsibilities

- Provide monthly updates and reports to the executive leadership on progress toward fundraising goals.
- Coordinate with the Project and Grants Administrator around grant/contract reporting.
- Maintain paper and electronic files for all funders, including proposals, correspondence, and reports.
- Provide training on donor database (Raiser's Edge) to the Assistant position.
- Act as the back-up support for donor data entry.
- 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.
- Participate in sub-committees and workgroups as needed.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

An individual must be able to perform each essential duty satisfactorily to perform the job position successfully. The requirements listed below are representative of the knowledge, skill, and ability required.

### Qualifications

- Relevant experience with nonprofit organizations.
- Experience with a range of funding types, including foundation funds, corporate sponsorship, and direct solicitation.
- Experience in grant writing.
- Experience with donor databases, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information.
- Self-motivated, detail oriented, and highly organized.
- Ability to prioritize competing deadlines effectively.
- Ability to seek and synthesize information and communicate in a compelling and succinct format.
- An understanding of nonprofit budgets as they relate to proposals, grants, and reaching organizational goals.
- Minimum four years of development/fundraising experience required.

### Competencies

- Excellent customer service skills.
- Excellent communication (verbal and written), listening, and analytical skills.
- Conscientious, organized, very detail-oriented, and results-driven.
- Strong working knowledge of Raiser's Edge (or similar donor database), Zoom Pro, Eventbrite, Google Suite, and Microsoft Office, including Word, Excel, Outlook, and Power Point.
- Strong facilitation and presentation skills.
- Ability to work independently, manage multiple tasks and projects, take initiative, and assess and change priorities based upon agency needs.
- Strong skills working with ad-hoc and formal teams to accomplish positive results.

### Other Information

- Successful applicant will be asked to authorize a DMV record and other background checks before employment is approved.

### Work Schedule and Compensation

- This position is full time, 40 hours per week, exempt, salaried.
- Salary Range: \$50,000 - \$58,000 depending on experience.
- FRCA core hours are Monday-Friday 9:00 a.m. – 4:00 p.m. There is some flexibility with daily schedules around these hours. Occasional weekend/evening hours are required.
- This position has some flexibility for partial telecommuting, after 90 days of employment.
- FRCA offers a generous benefit package, including: health and dental insurance, short term disability insurance, generous vacation and sick leave, a retirement plan and self-care reimbursement.

### Hiring

- FRCA cherishes diverse lived experiences and strongly encourages all interested, qualified candidates to apply, including those with nontraditional backgrounds. We don't want to miss great candidates. Don't let doubt deter you from joining our team.
- To apply, **please submit the following to [info@cofamilycenters.org](mailto:info@cofamilycenters.org) with "Development Manager" in the subject line:**
  - Cover letter addressing how your specific employment experience fits this position
  - Resume

**The application period will close January 28<sup>th</sup> at midnight.**

**Candidates who move forward in the process will be asked to provide three (3) professional references.**