



POSITION TITLE: Fundraising and Development Manager

40 hours per week

Reports To: Executive Director

Location: Greeley, Colorado

Hours: 8 – 5pm M-F

Life Stories Child & Family Advocacy believes that every child should live a life free of abuse in a safe, permanent home. They listen to stories and advocate on behalf of children who have been abused and neglected so that children will have a better tomorrow. 3,722 cases of child abuse and neglect were investigated in Weld County in FY 22/23. Life Stories Child & Family Advocacy served 390 children in the Weld County Advocacy Center last year, and 231 children were served by the CASA program.

SUMMARY OF POSITION:

The Fundraising and Development Manager serves as an integral member of the leadership position and works collaboratively with the Executive Director. This position holds responsibility for special events management, generating revenue through planning various events and solicitations, overseeing marketing efforts, and managing social media. The ideal candidate has a keen attention to detail, excels at delegating, possesses a proven track record in fundraising and development work, thrives at motivating and unifying teams, and can demonstrate solid organizational, problem-solving, and decisive decision-making skills.

Duties and Responsibilities include but are not limited to:

I. Fundraising Activities

- a. Implementation of Life Stories fundraising efforts, including special events, annual giving, partnerships, and development-related marketing.
- b. Coordinate all logistics for events to ensure events run smoothly, acting as team lead for each event including event sponsorships. Ensures key fundraising best practices are followed and key performance benchmarks are achieved.

- c. Cultivates, stewards, and renews corporate sponsors, committee members, fundraising participants, and team leaders.
- d. Create marketing and communications plan for each event to ensure all pre-and post-event communications are consistent and have appropriate messages.
- e. Reconcile donations and special event and campaign financials.

Development Activities:

- a. Database and Records Management: Supervise and / or provide oversight of activities of the donor database and paper records of contributors and grants. Generate queries, reports, exports, and any other collection data as needed. Maintain security and quality controls. Oversight of thank you process.
- b. Coordinates production of annual report, newsletters, and other communications for supporters, working with Executive Director to develop theme and content, writing, and gathering articles and statistics, and managing production with printers and mailing.
- c. Coordinates donor recognition events and thank you process.
- d. Oversees and implements agency social media strategy.

Minimum Qualifications for Position:

- Bachelor's degree preferred. Experience with special events, development activities, marketing, database management, social media, and staff supervision.
- Excellent writing, interpersonal, organizational, presentation and public speaking skills. Ability to work in a fast-paced environment with quick adaptability and attention to detail required.
- 3+ years of experience
- Detail-oriented
- Strong computer and internet skills. Strong PC skills and experience with Outlook, Word, Excel, Publisher, Canva, Facebook, LinkedIn, Facebook, and Instagram.
- Team player. Ability to work well with others as well as alone in minimally supervised situations.
- Excellent customer service skills.
- High energy. Ability to work in a fast-paced environment and handle multiple tasks at once.
- Ability to drive in and around Weld County.
- Flexible schedule and ability to work evening and weekends as required.

Compensation:

Life Stories Child & Family Advocacy offers a benefits package including paid holidays and PTO and professional development opportunities. Benefits include partial employer-supported health insurance, life insurance, short- and long-term disability coverage and a 3% contribution to a Simple IRA.

Annual Salary Range- \$55,000 – 65,000 contingent upon education and experience.

Please submit a cover letter outlining your experience and how it relates to this position and resume to Lisa Drake, Executive Director, at lisa@lifestoriesweld.org.

Life Stories Child & Family Advocacy is an equal opportunity employer. The agency policy is to afford equal employment opportunities to all persons regardless of race, creed, color, religion, gender, national, social, or ethnic origin, age, physical condition, marital status, disability, veteran status, or sexual orientation. Our employees and applicants will not be subject to sexual, racial, religious, or any other form of unlawful harassment or discrimination.

For more information about Life Stories Child & Family Advocacy, <https://www.lifestoriesweld.org/>