



of Metro Denver

Girls Inc. of Metro Denver
Inspiring all girls to be strong, smart, and bold

Job Description/Announcement

Position: Development Manager
Reports to: Director of Development
Location: 1499 Julian Street Denver, CO 80204

*The mission of Girls Incorporated of Metro Denver (GIMD) is to inspire all girls to be **STRONG, SMART, and BOLD**. GIMD is an affiliate of a national Girls Inc. network. Our life changing programs and experiences help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round, healthy living, academic-enrichment and life skill-building programs delivered by trained, mentoring professionals in a positive, all-girl environment.*

Our vision is empowered girls in an equitable society; we change lives, and we take their voice seriously. To uphold our mission and vision and be effective advocates and allies for all girls, GIMD is committed to inclusiveness and anti-oppression on all levels of our organization. GIMD believes inclusiveness and anti-oppression work give integrity and validity to our mission as well as power and effectiveness to our programs. It allows us to address the root causes of social issues that affect the girls we serve. At GIMD, we serve all girls therefore we are inclusive of all communities, cultures, and experiences. Without inclusiveness, we will never be able to reach the full potential and power of our programs.

Summary of Position:

The Development Manager will support the organization's overall fundraising goals and activities to support GIMD's mission. This position focuses on individual donor stewardship and grants management, including donor cultivation and portfolio management, as well as grants research, reporting, and application. As part of a five-member Development Team, this person will play a key role in achieving annual goals.

Role and Responsibilities:

Annual Giving and Donor Relations (45%):

- Manage a portfolio of current and prospective donors, with an emphasis on growing and cultivating Champions for Girls leadership giving program.
- Analyze current donor database and pull donor lists and reports to be used for donor acquisition, stewardship, retention, upgrade and to identify lapsed donors.
- Coordinate year-round stewardship communications and donor engagement activities for portfolio of donors.
- Activate donor stewardship and engagement strategies, including personal calls, in-person meetings, sending follow-up materials, arranging individual recognition and engagement, and updating notes.
- Support mailing of all donor communications, including annual report, Gratitude Card, Colorado Gives Day collateral, and annual year-end appeal letter.
- Support Director of Development and President/CEO with major gift donor stewardship and new or emerging development priorities.

Grants Management and Stewardship (45%):

- In collaboration with Director of Development, identify potential grant opportunities from government agencies, foundations, corporations, and other sources.
- Conduct thorough research on grant guidelines, eligibility criteria, and deadlines.
- Work closely with program staff to gather information on projects and initiatives requiring funding.
- Develop clear, compelling, and well-organized grant proposals, ensuring alignment with the organization's mission and goals. Tailor proposals to meet specific requirements of each funding opportunity.
- Manage and maintain a calendar of grant deadlines to ensure timely submission. Prepare and submit grant applications within specified deadlines.
- Assist in the stewardship of relationships with funders and grant-making organizations. Communicate effectively with program officers and foundation representatives.
- Collaborate with finance and program staff to collect data and information for grant reports. Prepare and submit accurate and timely grant reports as required by funders.

Administrative (10%):

- As part of the Development team, help to organize and keep current all shared development files on the shared drive (individual donors, foundation gifts, corporate support, etc.) and donor profiles and giving history in Salesforce
- Attend staff meetings and trainings as needed; this may include some weekend days or weeknights.
- Provide support to Board giving and engagement
- As needed, drive a 15-passenger vehicle to pick up girls for afterschool programming
- Other duties as assigned.

Qualifications

- 3-5 years' experience in nonprofit development
- Strong knowledge of donor stewardship and engagement strategies
- Experience and demonstrated success in nonprofit grant writing
- Ability to cultivate, manage, and sustain positive relationships with diverse supporters
- Excellent written and verbal communication skills
- Detail-oriented, organized and the ability to successfully navigate a multi-tasked environment and adapt to changing priorities and deadlines
- Ability to self-start, work independently as well as work well in a team setting
- Demonstrated commitment to the mission, vision, and advocacy statements of Girls Inc. of Metro Denver
- Appreciation and sensitivity for urban communities, diverse populations, cultures, and economic experiences
- Commitment to the values of social justice and anti-oppression
- General knowledge of youth development and gender specific programming
- Proficiency with Microsoft Office applications including Excel, PowerPoint, Word, Teams
- Proficiency with CRM or donor management systems such as Salesforce (or comparable nonprofit donor database)
- Full vaccination for COVID required, and ability to provide proof of vaccination

Education/Experience: 3-5 years' experience in nonprofit development/fundraising, with specific experience in grants management and/or individual donor stewardship preferred

Position Status: Full-time, salaried, non-exempt. Hours of work vary, and some evenings and weekends may be required. Typical work hours 9:00-5:00 pm

Salary: \$55,000-60,000 depending upon experience and education

Benefits: A supportive work environment and comprehensive benefits package including:

- 403b retirement plan including 3% employer contribution (no match requirement)
- High quality employer sponsored medical health plan (paid at 100%) with dental/vision additions available
- Employee paid life insurance
- Flexible work hours, schedule, and comp time
- Paid vacation/personal time and paid sick time
- Paid holidays (13) including three floating holidays designated by the organization
- Paid family and medical leave
- Organization-wide retreats and team bonding events
- Professional development funds allocated to each staff member
- Connection the Girls Inc. National network including peer support and training opportunities
- Sabbatical benefits
- Wellness program with cash incentives
- Flex Spending Account (FSA)
- Additional cancer and hospital & accident insurance available
- Hybrid work from home options available, with some in-office days expected
- Employee Assistance Fund

To Apply: Please complete the application form which includes uploading your resume [here](#). Thoughtful responses on the form appreciated. No cover letter needed. The position will remain open until filled and open for immediate hire.

Equal Opportunity Employer

Girls Incorporated of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military, or veteran status, physical or mental disability, marital status, or national origin.