



Reach Out and Read Colorado (RORCO) is a twenty-year-old nonprofit organization dedicated to making literacy promotion and early relational health standard in pediatric primary care. By taking advantage of the existing infrastructure and relationships between health care providers, their young patients, and their families, RORCO is taking steps so that ultimately, all children in Colorado will grow up with books and a love of reading.

Development Manager Job Description:

The RORCO Development Manager plays an integral role in agency fundraising. Supporting the Director of Development, this position offers an opportunity to design and lead targeted fundraising opportunities, via a core portfolio of grants, corporate partnerships, and CSR volunteerism as well as individual donor campaigns. The position also supports the Development Committee on special events and is Team Lead on database management. This is a tremendous opportunity for a dynamic development professional ready to take the next step on a career path that builds ownership and responsibility for key development components that will help strengthen and grow a robust and diverse strategy. In this role, you'll help meet our growing revenue target of \$1.5M through best practices in stewardship, prospecting, and strategic analysis. The Development Manager will work with all facets of fundraising, including support from foundations, individuals, corporations, special events, and public sources. The Development Manager will report to the Director of Development.

Duties and Responsibilities:

Grant/Funder Relationships

- Manage all aspects of grant/funder relationships in assigned portfolio with a revenue potential of \$150K+ annually, including prospect research, grant writing and reporting, and other duties as needed
- Maintain grants deadline calendar, capturing all key dates for submission, reporting, awards, etc.
- Explore additional ongoing prospects outside of assigned portfolio

Database Management

- Oversee management of the Donor Perfect database to ensure accuracy and the timely recording, recognition, and acknowledgement of gifts (does not pertain to accounting or financial processing) according to company policy and procedure, along with any follow-up activities
- In partnership with the Accounting/Office Manager, perform monthly reconciliations between Donor Perfect gift records and QuickBooks
- Maintain filing systems and organize overall informational resources to respond in a timely manner to external and internal requests for information (e.g. donor analytic reports)

Special Events Coordination

- Sit on the Events Committee as the primary staff liaison
- Lead prospecting/acquisition of event sponsorships and auction items
- Track and manage ticket sales
- Coordinate and track logistics with contract Events staff and Event Committee

Social Impact Partnerships

- Manage assigned goal/portfolio, including but not limited to prospecting and managing corporate relationship activities such book drives, lunch and learns, etc.

Strategic Planning and Other Support Areas

- Sit on the Associate Board as a staff liaison and collaborate as needed on special projects including board-driven fundraising efforts, marketing, and communications projects
- Support Director of Development in key fundraising campaigns, including newsletters, Colorado Gives Day, and Annual Appeals
- Assist Director of Development as needed in the preparation of reports for board or staff meetings
- Work collaboratively with Director of Development to analyze donor trends to set revenue benchmarks and associated strategies
- Supervise Development-related activities for RORCO intern

Skills and Experience:

Required:

- Minimum of Associates Degree or 2-3 years of equivalent development experience in non-profit sector.
- One to two years' experience in nonprofit fundraising/development work.
- Minimum two years' experience with grant writing and acquiring five figure grants.
- Demonstrated success working independently and strong organizational skills.
- Excellent written and verbal communication skills.
- Proficiency using Microsoft Office and Google Suite.
- Proven proficiency in database maintenance, management, reporting, and donor segmenting and analysis.
- Ability to multi-task and balance multiple projects at once while meeting deadlines.
- Strong commitment to Reach Out and read Colorado's mission.

Preferred:

- Donor Perfect database experience.
- Experience working with low-income families.
- Experience working with early literacy programs.
- Spanish speaking.

Attendance and Other Requirements:

- *Evening and weekend work may be required.*
- *Occasional travel requirements within CO in conjunction with regular duties and responsibilities.*
- *Safe reliable transportation, proof of insurance, and Valid Driver's license is required.*
- *Physical demands may involve safely lifting materials such as books, event décor, and office supplies up to 40 pounds.*

Classification, Benefits, and Compensation:

- This is a full-time, exempt position with an **Annual salary range: \$45,000 - \$52,000, plus bonus.**
- Full benefits, including 100% employer-paid healthcare, employer matched simple IRA, and generous PTO.

Reach Out and Read Colorado is deeply committed to abolishing systemic racism. Diversity, equitability, and inclusivity play prominent roles in our daily best practices and these values are reflected clearly throughout our program. Joining the RORCO team means you share our values. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected status, or any other characteristic protected by law. Black, Indigenous, and People of Color (BIPOC) and other who identify as nonwhite, people with disabilities, and members of LGBTQIA+ community are encouraged to apply for this role.

To apply: please send cover letter and resume to Darian@thehrshop.com. Please use subject line "DEV MANAGER." Applications without these two documents will not be considered.