

## **Development Manager/Fundraising Manager**

Center for Spirituality at Work – Denver, CO 80222

The **Center for Spirituality at Work** is a community-based nonprofit founded in 1996. CFSAW's mission is to unite diverse people for spiritual transformation and social justice.

We fulfill this mission through

- Training and supervision of volunteers for service with people on the margins of our society
- Volunteer opportunities that emphasize relationship and skills development, such as mentoring and soul care

### **Role Responsibilities:**

- Update, expand and execute the organization's long-term development and funding plan
- Implement and manage the annual giving plan including fundraising events
- Develop and maintain ongoing relationships with current and potential donors
- Secure financial support from individuals, foundations and corporations
- Identify and develop potential corporate and other institutional supporters
- Create and execute a strategy for a large sustained base of annual donors
- Research and write grant proposals and provide evaluation reports as required
- Work collaboratively with the leadership team

### **Additional Expectations:**

- Attend board meetings as requested to provide updated reports
- Remain current on all legislation and ethical practices pertaining to fundraising

**Revenue Goals:** Increase annual revenue to \$300,000 in the first year

### **Requirements:**

- Bachelor's Degree
- Minimum 2 years of development & fundraising experience
- Interest and ability to communicate with people across diverse populations
- Demonstrated excellence in organizational, communication and relational skills
- Ability to work independently and as part of a team
- Willingness to work flexible hours
- Sound computer skills
- An understanding of the non-profit sector

**Job Type:** Part-time, 20 hours per week

**Compensation:** Commensurate with experience

**To Apply:** send resume and cover letter to [hiring@cfsaw.org](mailto: hiring@cfsaw.org)

