

## **NOW HIRING: Development Manager at New Era Colorado**

We seek a full-time Development Manager to help us raise the revenue we need to power our work and grow our impact. As Development Manager, you'll run our fundraising events, maximize the revenue we raise from smaller donors (you'll build your own donor portfolio), and ensure that our internal fundraising processes run smoothly for New Era's two-person development department. You'll serve as the lead project manager for several revenue streams and major initiatives and will coordinate with many other New Era staffers to ensure that our fundraising is a true team effort. Working with the Development Director, you'll have extensive opportunities to expand your experience in nonprofit fundraising, while also managing several crucial aspects of the department. By growing our base of support, you'll help drive the progress we're able to make on issues like student debt, abortion rights, and climate change. We're looking for someone with serious attention to detail and strong writing skills, interest in fundraising, and the ability to manage multiple projects—including events—that further our fundraising strategies. If you're an outstanding communicator with excellent judgment and a rock-solid system of organization, we strongly encourage you to apply. Previous fundraising or events experience is not required, but you'll need to be willing and eager to learn.

### **About New Era**

New Era Colorado is working to reinvent politics for young people, mobilizing and empowering a new generation to participate in our democracy to make Colorado a better place for everyone. We register and turn out thousands of young voters every year, we work on issues like election access, economic justice, abortion rights, and climate change, and we train hundreds of young leaders to create change. We've registered more than 150,000 young voters, passed policies like online voter registration, given out more than 60,000+ buttons that say "Vote, F\*cker" on them (good, right?), and made two viral videos ([This Is Why We Vote](#); [Campaign for Local Power](#)). Our team is deeply dedicated to social change, and takes the work very seriously—but not ourselves. We'll never miss an opportunity to get a zoomed-in screenshot of you making a weird face in a group photo. We regularly communicate using gifs. Very few of us were cool in high school. We truly believe in the power of young people.

Get to know us: [Our website](#) | [Our Facebook](#).

### **Job Responsibilities**

- **Development events management | 35%** | Manage the planning and execution of New Era's fundraising events, including our annual "Toast to Democracy" fundraiser as well as our house parties and other events. Coordinate all involved staff, including collaborating with the Development Director and Executive Director to develop event strategy and with the Communications Manager for digital communications needs. On-the-ground responsibility for making our fundraising events successful and memorable.
- **Monthly members program | 20%** | Manage our robust monthly donor program and increase monthly revenue through creative member recruitment and stewardship. Identify and execute opportunities (events, communications, etc.) to recruit new monthly members and recognize and engage existing monthly members. Manage all data, gift processing, and other program nuts-and-bolts.
- **Small dollar donor + business relationships | 15%** | Increase revenue and in-kind donations from small dollar donors and local businesses through relationship building, stewardship, and fundraising events. Cultivate and make strategic asks of local businesses. Own and solicit a portfolio of small dollar donors (generally of gifts <\$500). Set annual fundraising goals, strategies, and pitches for small dollar donor giving and business relationships.
- **Development department administration | 30%** | Develop new systems and processes to streamline the development department to function at maximum efficiency and effectiveness. Ensure that we have up-to-date records to facilitate timely donor responses and decision making. Manage and track all contributions. Craft and send gift acknowledgments. Manage records maintenance and work with Data Manager to implement best practices. Assist with development stewardship, cultivation, and departmental metrics tracking. As needed, manage an intern to assist with prospect research, data entry, and other departmental administration.

## Qualifications

- Deep commitment to New Era's mission and an interest in tackling the issues facing our generation, including economic and racial justice, climate change, and reproductive justice.
- Highly organized, with consistent and careful attention to detail that ensures timely and accurate communication with donors every time, and that enables strong, independent ownership over fundraising events, projects, and processes with many moving parts.
- Strong written and verbal communication skills, and an ability to communicate with a wide variety of audiences, whether in an email, a phone call, or a lunch date.
- Strategic and analytical thinker with strong problem-solving skills. Ideally, you can continuously enhance the effectiveness of our plans and tactics to ensure we're moving efficiently toward the right goals. For example, you would frequently consider how our system of capturing donor data matches best practices and ensures maximum efficiency and retention.
- Self-starter with good judgment and strong initiative who sets high standards for individual and team performance, and is committed to constantly improving every aspect of our work.
- Work style that is flexible, respectful, collaborative and nimble; brings a commitment to maintaining a supportive, empowering work culture. As we work to advance diversity, inclusivity and equity within our organization and through our work, we are looking for folks who have a strong personal commitment to diversity, equity and inclusion.
- Positive and solutions-oriented—we need people who can celebrate the great things we have, see the places we can improve, and come up with specific ways to help make those changes happen.
- Bonus points for any of the following: event management experience, fundraising experience (donor-facing or administrative), grant writing, knowledge of Colorado politics and/or the progressive nonprofit community, CRM/database experience, skills with Canva or other graphic design.

***Please note: What we care most about is that you are consistently detail-oriented, a strong communicator, and interested in fundraising and events. If you've got some of this but not all of it, we still encourage you to submit your application!***

## Position details

This is a full-time, permanent position based out of New Era's Denver office (which is actually a cozy little house), reporting to the Development Director. New Era provides a comprehensive benefits package, including medical and dental coverage (with 75% of the premium covered by the employer), a SIMPLE IRA retirement plan with a match of up to 3% after 1 year of employment, an annual RTD Ecompass (free public transit!), paid sick and vacation time, a paid sabbatical after 5 continuous years of employment, an annual professional development budget, and enough pizza during election times to make you stop liking pizza for a few months. Salary range is low to mid 40's, commensurate with experience. Preferred start date early 2018.

***New Era Colorado is an equal opportunity employer. We welcome applications from all, and strongly encourage women, people of color, people with disabilities, immigrants, refugees & LGBTQ people to apply.***

## To apply

Please email your resume and cover letter as a single PDF attachment (all of those documents in one single PDF) to [devhiring@Neweracolorado.org](mailto:devhiring@Neweracolorado.org), to the attention of Ainsley Tucker, Development Director. In your cover letter, please describe why you want to do this job in particular at New Era, and how you found out about the position. This position will be open until filled and will be removed from our website once it is filled (if the posting is still up, you can and should still apply!) No phone calls please.