



## NOW HIRING: Development Manager at New Era Colorado

### Summary

We're hiring a full-time Development Manager who will run our fundraising events, maximize the revenue we raise, and ensure that our internal fundraising department processes run smoothly. You'll lead several revenue streams (monthly contributors, individuals giving <\$500) and special projects, manage the logistics for our annual fundraiser, and will coordinate with the staff 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.

By growing our base of support, you'll directly impact the effectiveness of our voter registration and turnout programs, and help drive the progress we're able to make on issues like student debt, abortion rights, and climate change. Colorado's young voters surged in the 2018 midterm election to vote their values up and down their ballots, cementing their place as a powerful and decisive constituency in our state—and with 2020 on the horizon, we can't slow down. 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 190,000 young voters, passed policies like online voter registration, public loan forgiveness education, and oversight for predatory student loan servicers, 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 and we regularly communicate using gifs. 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, logistics 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, fresh and memorable.
- **Development department administration | 30%** | Manage departmental processes: keep up to date records of all contributions, craft and send gift acknowledgments, research new and prospective donors (including charitable giving, relevant interests, capacity indicators etc), manage our fundraising database, and facilitate preparation for the Executive Director and Development Director's donor meetings.
- **Monthly member program | 20%** | Manage data, gift processing, and other nuts-and-bolts for our monthly donor program. Increase monthly revenue by identifying and executing opportunities to recruit new monthly members, and to renew, cultivate and upgrade existing members.
- **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. Grow into owning and soliciting 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.

## Qualifications

We are looking for someone with excellent attention to detail and project management skills who will make sure we're running a tight ship. Because we're working to better advance equity and inclusion through our work and within our organization, we seek candidates who bring a strong commitment to applying equity and inclusion principles.

- Highly organized, with consistent and careful attention to detail that ensures timely communication with donors and error-free and comprehensive record keeping every time—enabling independent ownership over events, projects, and processes with many moving parts.
- Comfortable with manipulating different types of data (i.e., an RSVP list or a list of contributions) in spreadsheets (we use Google Sheets) to achieve 100% accuracy and ease of use.
- Strong written and verbal communication skills, and an ability to communicate with a wide variety of audiences, whether in a lighthearted email, formal thank you note, or a phone call.
- Strong personal commitment to diversity, equity and inclusion and willingness to participate enthusiastically in our current organization-wide assessment of our practices in these areas. This includes engaging in trainings and personal study as we create an organizational blueprint to make concrete improvements in the areas of diversity, equity and inclusion over the next several years.
- Strategic and analytical thinker with strong problem-solving skills. Ideally, you will 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.
- Work style that is flexible, respectful, collaborative and nimble; brings a commitment to maintaining a supportive, empowering work culture.
- 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.

***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, 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 Ecopass (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 summer 2019. ***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 and LGBTQ people to apply.***

## To apply

Use this Google Form to submit your application materials. 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.