

A Little Help Development Director

Summary

A Little Help is a Colorado nonprofit that connects neighbors to help older adults thrive. We empower older neighbors who need a little help to age well in their homes and communities by connecting volunteers of all ages to provide services, like help around the home and yard, and local transportation.

The Development Director is responsible for partnership and fund development and grant management to grow A Little Help's capacity to serve older adults in Colorado. This role is a member of the Philanthropy Department and partners with Executive and Locations staff to recruit and grow donor and grantor engagement with A Little Help. This role also collaborates with Operations and Programs staff on fund development aspects of programming and events and to garner stories/metrics from service provision. The Development Director reports to the Executive Director (ED) and supervises the Data Coordinator (DC).

Responsibilities

Donor Cultivation, with ED and Locations staff

- Build and manage relationships with individual, grantmaking, governmental, and corporate/business donors
 - Manage current donor relationships, with particular emphasis on major gift engagement
 - Identify and cultivate new donor relationships
 - Identify additional opportunities for workplace giving campaign participation
 - Maintain donor data
- Support planned giving efforts, including donor meetings, Generations of Giving events, reporting/follow-up, and partnership lead development and engagement

Event Planning and Implementation, with ED and Locations staff

- Partner with Locations staff in local fundraising event planning and execution
 - Host at least one signature event in each of ALH's three Locations annually

Grant Management, with ED, DC, Locations, and Programs staff

- Lead grant management efforts, including:
 - Grantor cultivation and strategy, with ED
 - Oversight of proposal drafting, submission, and tracking, with grant-writing contractors
 - Oversight of opportunity research and identification, with grant-writing contractors
 - Awarded grant management and reporting/invoicing

Leadership

- Supervise part-time Data Coordinator
- Create annual philanthropic calendar of events and campaigns
- Identify donor wealth data opportunities; lead donor mailing campaigns
- Propose upgrades to organizational donor tracking
- With ED, develop fundraising messaging and marketing per campaign
- With ED, build upon philanthropic culture and engage ALH staff and board
- With ED, identify and recruit board members

Qualifications

- Initiative, start-up mentality with ability to work independently and collaboratively
- Passion for the mission, sensitivity to the needs of older adults; collaborative across generations
- Knowledge of the fundraising landscape, broadly and in Colorado
- Proven relationship building and fundraising skills
- Excellent communication, team/interpersonal, and problem-solving skills
- Exemplary organizational, detail, and time management skills
- High degree of discretion dealing with confidential information
- Proficiency in Microsoft Office Suite
- Ability to work some non-standard hours, including early mornings, evenings, and weekends
- 3-5 years of nonprofit experience
- Bachelor's degree or higher
- Valid driver's license and reliable transportation required

Compensation

This is a full-time, exempt position based in the Denver Metro area. The base salary range is \$65,000 - \$85,000 per year depending on qualifications and relevant years of experience. Benefits include paid time off, paid sick and safe time, 50% employer contribution for offered medical, dental, and vision coverage (eligible the first of the month after 60 days from hire date), and 4.3% 401K matching after six months of employment. We offer a flexible hybrid work environment with rotating in-office and remote work.

A Little Help is a growing organization. We have operated for over 17 years, have expanded to serve three locations throughout the state, and have raised over \$1M in each of the last three years. Each of A Little Help's board of directors contributes to the organization and supports fundraising initiatives. This is an exciting opportunity to build upon your meaningful career, grow with an organization with a compelling mission and proven model, and enjoy schedule flexibility.

To apply

To be considered for the Development Director position, please send your cover letter, resume, and salary requirements to hilary@alittlehelp.org.

Pre-employment criminal background check will be required.

A Little Help is an equal opportunity employer. If you are someone who can bring diverse perspectives and identities to our team, including those seeking encore careers, and who feels strongly about the values of equity and inclusion, please consider joining us. All qualified candidates are strongly encouraged to apply.