



JOB ANNOUNCEMENT

Job Title:	Annual Fund Manager
Job Number:	19 - 109
Location:	Denver
Department:	20
Reports to:	Assistant Director of Development
Supervises:	None
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

COMPANY OVERVIEW

Founded in 1988, Urban Peak is the only non-profit organization in Denver that provides a full convergence of services for youth ages 15 through 24 experiencing homelessness or at imminent risk of becoming homeless. Our goal is to meet youth where they are and to provide them with the assistance and support they need to become self-sufficient or obtain the necessary services they need to exit a life on the streets. Urban Peak provides numerous programs and services that are founded on the principles of trauma-informed care and Positive Youth Development to assist youth in reaching their potential and living a successful life off of the streets. Services include street outreach, a 40-bed shelter for youth ages 15 through 20, a daytime drop-in center, supportive housing, education and employment services, case management, life skills courses, behavioral health evaluations, meals and more.

The youth served at the shelter come from a variety of backgrounds, and we strive to be a safe community for all youth, regardless of race, ethnicity, national origin, religion, class, educational background, sexual orientation, gender identity, or ability status.

JOB SUMMARY

Under the supervision of the Director of Development and Assistant Director of Development, the Annual Fund Manager is responsible for managing a portfolio including the overall success of all giving campaigns, donor retention, donor growth and donor relationship building as well as providing development support for major events. The Annual Fund Manager will also assist with coordination of special events and support Urban Peak's mission at community events through speaking opportunities and tours at any of our locations. Duties include individual giving and event support.

This position will ensure that interactions, interventions and environments at Urban Peak are trauma informed and emphasize the physical and emotional safety of youth and staff.

QUALIFICATIONS

- A Bachelor's degree and three years of documented professional experience directly related to the duties and responsibilities specified
- Demonstrated ability in securing gifts from individuals
- Demonstrated ability in planning and implementing fundraising campaigns and events
- Excellent communication and interpersonal skills
- High levels of initiative (self-starter) and organization

- Excellent written correspondence skills
- Attendance and punctuality are basic requirements in this job description
- Demonstrated ability to work independently in a fast-paced environment, meet multiple concurrent deadlines, organize time and priorities and work well as a collaborative team member and a strong sense of humor and integrity
- Excellent leadership, team, and communication skills and networking skills
- Understanding of the provision of and commitment to trauma informed care and positive youth development
- Must be insurable as a driver on Urban Peak's auto liability policy to transport youth using an Urban Peak vehicle and an approved personal vehicle
- Must pass both federal and state background checks
- Must pass pre-employment TB screening

JOB DUTIES

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.

Individual Giving

- Manage day to day activities of the annual campaign as detailed in Development Plan
- Implement individual giving strategies for portfolio as outline in Development Plan Identifies, cultivates, solicits and stewards a portfolio of individual donors through visits and other forms of communication in accordance with the Development Plan
- Increase donor acquisition and retention rate
- Solicit increased gift amounts from current donors
- Conducts research to identify prospects and create strategies to match prospects interest in connection with Urban Peak
- Build sustaining relationships with current donors
- Ensure accurate donor recognition
- Maintain updated donor information in Raiser's Edge

Event Support

- Development lead for the annual Maverick Thinkers Gala and Reach for the Peak Community Breakfast
- Support major events by securing sponsors and individual guests, tracking RSVP list, managing event collateral needs, overseeing registration and check in, and day of support
- Support Event Planner and act as agency liaison for Urban Nights
- Participate in public speaking opportunities and conduct site tours on behalf of Urban Peak
- Increase awareness of Urban Peak's mission in the metro-Denver community

WORK SCHEDULE

This is a full time position. The typical work schedule is Monday – Friday; 8:00 a.m. to 5:00 p.m. This position may require some weekends and/or evenings to support and attend Urban Peak events.

COMPENSATION & BENEFITS

The starting salary for this position is 40,000.00 – 45,000.00 DOE. Our benefits package includes life, disability, medical & dental insurance, 403(b) plan, paid time off, sick time bereavement time, jury duty, holidays and a RTD Eco Pass.

TO APPLY

Please submit cover letter, resume, and the names and telephone numbers of three (3) professional and/or academic references to:

Urban Peak

ATTN: Human Resources
730 21st Street
Denver, CO 80205
Fax: (303) 295-6116
E-mail: jobs@urbanpeak.org

All attachments should be in Microsoft Word (.doc) or portal document format (.pdf). In the subject field of the email include the job number, job title, and your first and last name. (Example: 012345 – HR Specialist – Doe, Jane).

This position will be filled as soon as a qualified candidate is identified. Due to limited staffing resources we are unable to respond to phone inquiries, including calls to check on the status of a submitted application. Applicants will only be contacted if selected for an interview. This job announcement is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Urban Peak is an equal opportunity employer and seeks a diverse pool of applicants.