



## **Fundraising Manager**

**Location:** 5408 Idylwild Trail, Boulder, CO 80301

**Reports To:** Development & Operations Officer

**Status:** Full-time, Exempt

## **About the Organization**

Voices for Children, CASA of Boulder County (VFC) builds a healthier community by delivering services, support, and best interest advocacy to children who have experienced trauma. These children are faced with a difficult path complicated by the physical, psychological, and emotional trauma they have experienced. Voices for Children understand its responsibility to support our communities' children.

## **Position Summary**

The Fundraising Manager is responsible for driving contributed revenue through individual donors, corporate partnerships, and legacy giving. This role focuses on relationship-building, solicitation, and stewardship, excluding grant writing and reporting. The Fundraising Manager works closely with the Development & Operations Officer to execute fundraising strategies, grow donor pipelines, and strengthen long-term philanthropic partnerships in support of Voices for Children, CASA of Boulder County.

## **Key Responsibilities**

### **Individual Donor Fundraising**

- Manage and grow a portfolio of individual donors and prospects
- Identify, cultivate, solicit, and steward donors through personalized engagement strategies

- Develop and execute tailored solicitation plans in collaboration with the Development & Operations Officer and CEO
- Coordinate donor meetings, site visits, special events, and stewardship activities
- Maintain timely and meaningful donor acknowledgments and follow-up and tracking all donor activity in the database

### **Corporate Giving & Sponsorships**

- Identify and cultivate corporate partners aligned with the organization's mission
- Manage corporate sponsorships, workplace giving and matches, and cause-marketing partnerships
- Develop sponsorship packages and corporate engagement opportunities
- Maintain strong relationships with corporate contacts and ensure consistent stewardship

### **Legacy Giving (Planned Giving)**

- Develop and implement a legacy giving strategy to build long-term, sustainable philanthropic support
- Identify, cultivate, and steward planned giving prospects, including bequests and other deferred gifts
- Collaborate with the Development & Operations Officer and CEO to create marketing materials and messaging that promote legacy giving opportunities
- Educate donors about planned giving options and document legacy commitments in the database
- Maintain ongoing stewardship of legacy society members and ensure meaningful recognition and engagement

### **Fundraising Execution & Collaboration**

- Managing annual giving campaigns, special appeals, and supporting fundraising events (excluding grants)
- Collaborate with the Outreach and Development Managers on donor communications and engagement materials
- Maintain accurate donor records and activity tracking in the database
- Track progress toward revenue goals and provide regular reports to the Development & Operations Officer
- Work with CEO and DOO in donor cultivation and solicitation activities

## **Qualifications**

### **Required:**

- 3+ years of experience in nonprofit fundraising, sales, or relationship-based development in Boulder County
- Demonstrated success in major donor and corporate fundraising
- Experience with planned giving or legacy giving programs
- Strong interpersonal, communication, and relationship-building skills
- Ability to manage multiple donor relationships and priorities simultaneously
- Proficiency with CRM systems and donor databases

### **Preferred:**

- Experience in child advocacy, social services, or mission-driven organizations
- Familiarity with Boulder County's philanthropic and corporate landscape
- Experience supporting Board-led fundraising efforts

## **Compensation & Benefits**

- Salary range: \$72,000 - \$75,000 annually
- Flexible schedule with one remote workday
- Up to four weeks of paid time off annually
- SIMPLE IRA with 3% employer match
- Employer contributions to group health and supplemental insurance plans
- How to Apply
- Email a cover letter, resume, and three references to [jessica@bouldervfc.org](mailto:jessica@bouldervfc.org) with "Fundraising Manager" in the subject line. Incomplete applications will not be considered.