



The Gathering Place®
a refuge for rebuilding lives

BUSINESS RELATIONS MANAGER

www.tgpdenver.org

Guiding Principles

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives.

TGP serves women, children, and transgender individuals who are experiencing poverty, many of whom are homeless. We believe in hope as an important change agent and hold that hope for everyone. We believe deeply in the power of community and continue working to develop it. Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.

This position reports to: Vice President of Resource Development

Department: Resource Development

FSLA Exemption Status: Full-Time, Non-Exempt

General Purpose

The Business Relations Manager is a newly formed TGP position designed to inspire philanthropy through the identification, cultivation, solicitation, and stewardship of major, mid- and low-level donors within all sectors of the Colorado business community. This position also works collaboratively with the rest of the Resource Development staff, in a team environment, to achieve TGP's overall fundraising goals.

Essential Duties/Responsibilities

- Execute TGP's business sector fundraising strategy in order to generate \$150,000 annually.
- Leverage trends related to corporate social responsibility to produce cause-related sponsorship, employee giving, matching-gift and other related campaigns.
- Co-manage business sector data, in conjunction with TGP's Data Analytics Manager.
- Create a marketing/communications plan and collateral to support advancement of TGP's fundraising within the business sector, in conjunction with TGP's Communications Manager.
- Staff external events/meetings as necessary.
- Provide routine reports on progress; generate problem-solving solutions as necessary.

Job Qualifications

Knowledge, Skills, and Ability

- Enthusiasm to assume the position, understanding TGP is a trauma-informed environment designed to support individuals in extreme poverty.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, through experience in sales or charitable fund-raising.
- Knowledge of cause-marketing and corporate citizenship trends; experience in this arena a plus.
- Excellent public presentation skills.
- Familiarity with data-management and analysis.
- Excellent written and verbal communication skills; some graphic design expertise a plus.
- Proficiency with Microsoft Office software applications. Experience with Blackbaud products, particularly Raiser's Edge, preferred.

- Exceptional organizational skills and attention to detail; ability to prioritize work and adjust to multiple demands; demonstrated ability to follow tasks to completion in a timely manner.
- Ability to take initiative, work well independently and as a team member, with a strong work ethic and sense of humor. Ability to quickly and easily adapt to changing organizational needs.
- Ability to perform basic budget management functions.
- Strong commitment to the mission of The Gathering Place and comfort in a culture that values diversity, inclusiveness, and integrity.
- Commitment to the AFP Code of Ethical Standards and the Donor Bill of Rights, with demonstrated expertise in philanthropic best practices, or willingness to learn.
- Willingness to work weekends and evenings, as occasionally necessary.

Education and Experience

- Bachelor's Degree in non-profit management, business or marketing. Directly relevant experience may be substituted on a case-by-case basis.
- At least 3 years' relevant work experience. Charitable fund-raising expertise is preferred. Experience in settings that drive customer support, community engagement, or sales will be considered.

Physical Activities

- This position functions primarily in an office environment
 - Must have the ability to remain stationary for extended periods of time; operate a computer and other office machinery such as printers and copy machines; and communicate with donors, vendors, and other partners by phone and email.
- Must be able to transport and put away items such as donated items and exhibit materials weighing up to 25 lbs.
- Occasional travel within the Denver Metropolitan area is required. If transportation is by driving a personal vehicle, you must have a valid, current driver's license recognized by the State of Colorado and carry personal auto insurance with minimum coverage amounts specified by The Gathering Place's liability insurance carrier.

Compensation: Salary range starts at \$18.75 per hour (approximately \$39,000 annually) or more, depending on skills and experience. The Gathering Place offers medical, dental, vision, and life insurance plans, a 403(b) retirement savings plan, a flexible work schedule, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan.

Job Description Release Date:

To Apply: No phone calls, please. Posting open until filled.

E-mail resume and cover letter to: bj@tgpdenver.org
 Bette Iacino, Vice President of Resource Development
 The Gathering Place, 1535 High Street, Denver, CO 80218

The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry, and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.