



The Gathering Place®
a refuge for rebuilding lives

Development Associate
www.tgpdenver.org

About The Gathering Place:

Founded in 1986, The Gathering Place (TGP) is the only daytime drop-in center in metropolitan Denver that serves women, transgender individuals, and their children who are experiencing poverty, many of whom are also experiencing homelessness. We are a community of safety and hope where positive relationships, choice, and essential resources transform lives. We believe deeply in the power of our community and continually work to make it stronger. We also believe in hope as an important change agent and hold hope for everyone. Our key values include recognizing individual strengths, building respect and trust, and offering unconditional acceptance. We refer to the people who access programming and services at TGP as “members,” to reflect our community-centered and inclusive practices.

This position reports to: Development Manager
Department: Resource Development
FLSA Exemption Status: Part-Time, Non-exempt
24 hours/week and ELIGIBLE for Benefits

****In accordance with the [public health order](#) issued by the City of Denver, all TGP staff, volunteers, and contractors must be fully vaccinated. *Vaccination for COVID-19 is now a requirement to work and volunteer at The Gathering Place.* ****

Essential Duties/ Responsibilities:

The Development Associate supports the Development team by ensuring the integrity of all donor and gift information in the donor database as well as supporting other administrative processes and protocols to help the team meet its fundraising objectives. This candidate will demonstrate an understanding of organizational priorities, mission, vision, values, and strategic goals, as well as trust and teamwork. This candidate will also exemplify exceptional communication skills, serving as a resource for development initiatives to internal and external stakeholders.

Key Responsibilities/Outcomes (include but are not limited to):

- Ensure all information in donor-database is current, accurate, and meets organizational standards by:
 - Accurately process all gifts (online, offline, and recurring) from multiple revenue channels
 - Accurately enter and maintain all donor, gift, and prospect records in TGP’s donor database, including linking gifts to proposals, entering soft credits, and importing in-kind donations

- Managing campaign, fund and appeal codes based on organization policy and format
- Performing routine data audits to ensure accuracy of donor information and data
- Providing support when errors and issues arise
- Support Development team by providing lists and reports through RE NXT's various data and reporting tools. This includes, but is not limited to, pulling and segmenting mailing lists for mailed/emailed solicitations and preparing recognition lists for the Annual Report, as well as financial and fundraising performance reports
- Prepare donation acknowledgement letters and receipts in accordance with TGP's acknowledgement and receipting protocol
- Work closely with Accounting Department to correctly code donations, reconciling on a monthly basis, and resolving discrepancies
- Co-manage development inbox, including providing customer support to donors and forwarding messages to other staff when appropriate
- Support the prospect pipeline, which includes:
 - Gathering information on identified prospects using WealthEngine, Guide Star, and general internet look-ups
 - Generating donor/prospect reports to help identify opportunities within various donor segments
- Participate in TGP's special events, as applicable

Job Qualifications:

- Previous experience with data entry and management; strong preference for experience in donor databases (CRMs), especially Raiser's Edge/NXT
- Proficiency in Microsoft Office; advanced knowledge of Excel preferred
- Superior attention to detail, including accuracy in data entry and typewritten communication
- Commitment to confidentiality and ability to adhere to confidentiality policies
- Outstanding interpersonal skills; a high level of comfort with direct donor interaction, including discussions of personal and family finances
- Passion and commitment for the mission of TGP, the services we provide, and to addressing the systemic barriers that our members face through a trauma-informed approach
- Commitment to supporting social justice work through fundraising that supports diversity, equity and inclusion
- Ability to be self-motivated to meet deadlines, manage multiple priorities, be organized, and be detail-oriented to keep up with rigorous relationship tracking that benefits TGP's program over time
- Exceptional written and verbal communications skills

Education and Experience:

EITHER

- Bachelor's degree with 1-year non-profit database management (CRMs) experience

OR

- At least 2 years of non-profit fundraising expertise with a focus on database management (CRMs), **or** some combination of the above. Experience in settings that drive customer support, community engagement, or sales will be considered

Optional/Preferred:

- Lived experience with homeless and/or experience with a behavioral health condition who is maintaining stability preferred

- Relevant non-profit development work experience in behavioral health or a social service organization preferred, and a high level of comfort working with vulnerable or marginalized populations

Physical Activities:

- Must be able to remain in a stationary position 50% of the time
- The person in this position needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- The person in this position frequently communicates with members and community partners via telephone, email, and in person. Must be able to exchange accurate information in these situations
- Frequently moves equipment and supplies weighing up to 25 pounds across the building for various needs
- Mental acuity to perform the essential functions of this position in an accurate and timely fashion

Five Key Attributes for Hiring at The Gathering Place:

- Positive and willing to learn
- Collaborative
- Open- minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

Compensation:

Salary range is \$16.25-\$17.25/ per hour 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.

To Apply:

E-mail resume and cover letter to:

Becca@tgpdenver.org

Becca Smith, Human Resources Manager, The Gathering Place, 1535 High St. Denver, CO 80218.

No phone calls please.

Position Closing Date: Open until filled

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.