



The Gathering Place®
a refuge for rebuilding lives

DEVELOPMENT ASSOCIATE

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, transgender individuals, and their children 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 Development

Department: Development

FSLA Exemption Status: Part-Time, Non-Exempt

General Purpose

The ideal candidate will have experience in database management and supporting campaigns that promote workplace giving; matching gifts; and corporate sponsorship. This position works collaboratively with the rest of the Resource Development staff, in a team environment, to achieve TGP's multi-million fundraising goals.

Essential Duties/Responsibilities

Oversee and manage all development records and reporting within the organization's Blackbaud Raiser's Edge/NXT database and other Blackbaud fundraising systems as follows:

- Accurately process all gifts (online, offline, & recurring) from multiple revenue channels.
- Accurately enter and maintain all donor, gift, and prospect records.
- Timely processing of appropriate donor acknowledgements and receipts.
- Development of import and export queries, files and reports.
- Generate reports on financial and fundraising performance including gift analysis, constituent analysis, financial reconciliation and audit.
- Maintain TGP dashboards for fundraising, donor retention, giving trends, etc.
- Generate segmented donor lists for direct mail and email solicitations and communications.
- Manage the donor and other email account(s) as applicable and answer donor inquiries and requests.

Additional Responsibilities

- Administer, validate, update and maintain donor database integrity at its highest level through regular data audits and upkeep.
- Work with highly confidential and sensitive information at all levels.
- Assist with donor and prospect research to support fundraisers, special events, grant proposals and more, as needed.
- Assist with board meeting preparation and packaging of materials, as needed.

Job Qualifications

Knowledge, Skills, and Ability

- Experience in charitable fundraising or in a sales-driven environment with a focus on community engagement and relationship building.
- Enthusiasm to assume the position, understanding TGP is a trauma-informed environment designed to support individuals experiencing extreme poverty.

- 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

- 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

- 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 donor and foundation inquiries 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.
- 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 \$15.50 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.

Hours: This is a 24 hour per week position that offers a flexible schedule within standard business hours.

To Apply: No phone calls, please. Posting open until filled. E-mail resume and cover letter to: becca@tgpdenver.org Becca Smith, Human Resources Manager, 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.