BUSINESS RELATIONS COORDINATOR

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: Full-Time, Non-Exempt

General Purpose
The Business Relations Coordinator position is designed to inspire philanthropy through the identification, cultivation, solicitation, and stewardship of donors within all sectors of the Colorado business community. The ideal candidate will have experience in database management and supporting campaigns that promote workplace giving; matching gifts; and corporate sponsorship. They will also be able to maintain excellent relations with TGP's existing corporate partners while also cultivating new relationships in the Colorado business sector. 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

- Execute TGP's business sector fundraising strategy.
- Leverage trends related to corporate social responsibility to produce cause-related sponsorship, employee giving, matching gift and other related campaigns.
- Develop and maintain strong network of contacts within the local community to identify potential revenue streams and business partnerships.
- Support 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
- 3+ years of 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 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

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 $20 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: 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.