



## Grants & Development Manager

Illuminate Colorado is a statewide 501(c)(3) organization working to strengthen families, organizations and communities to prevent child maltreatment. With a research-based approach that emphasizes building promotive and protective factors, we address systemic and multi-sector issues by collaborating with families and partners at the community, state and national level to develop and implement powerful programs, policies and initiatives that build brighter childhoods in Colorado.

Our organization is working to build an inclusive and diverse team of passionate experts who value each other's differing lived experiences and backgrounds. All of our work is grounded in the foundations of equity and inclusion, family and community driven, holistic, and multigenerational approaches – and guided by our core values of empathy, innovation, growth, and integrity. Learn more at <https://www.illuminatecolorado.org/about/>.

**Role:** Under the guidance of a Deputy Director, the Grants & Development Manager is a new position which will play a critical role in managing Illuminate Colorado's resource development plan through grants and donor cultivation efforts. Working with relevant staff throughout the organization, the Grants & Development Manager will lead grant prospecting efforts, will facilitate grant writing for prospective and ongoing grants, and will ensure timely completion of grant reporting. Additionally, the Grants & Development Manager will manage individual donor cultivation activities, including fundraising events and volunteer opportunities.

### Specific Duties Include:

#### Grant Management

- Help achieve revenue targets and expand partnerships through government, foundation, and corporate grant funding.
- Lead development of accurate, detailed, and persuasive proposals within established deadlines, in conjunction with Executive Leadership and relevant program team members.
- Manage the grants pipeline in conjunction with the Executive Leadership, maintaining a master calendar of all current and prospective proposals and reporting deadlines and tracking submissions, approvals, rejections, restricted and non-restricted grant awards, and funding sources / types.
- Research and identify grant funding sources that align with Illuminate's mission, vision and goals, actively seeking and qualifying new prospects for organizational support.
- Partner with program staff to gather supporting resources and information related to grant writing and fundraising.

- Facilitate the development of accurate, detailed grant reports that state activities for funding periods and lay groundwork for future efforts.
- Work with the Deputy Director and Director of Finance & Human Resources to ensure that donor restrictions are clearly documented and communicated.

### **Events**

- Manage the development and implementation of Illuminate Fundraising, Community Engagement, and Board-Driven events with support from the Executive Leadership team, Staff, Board, & Volunteers.
- Collaborate with the Communications Team on content for event related communications - including invites, event webpages, newsletter and blog articles, promotional materials, social media content, sponsorship recognition, etc. - to ensure a consistent voice and tone.
- Manage and secure all logistical needs related to the implementation of events within event specific budgets, monitoring for activity income and expenses.
- Acquire needed resources, including in-kind and donated goods and services to implement events and fundraising activities (i.e. silent and live action items, donated food & beverage, etc.), in conjunction with the Executive Leadership team, Staff, Board, & Volunteers.
- Establish and nurture partnerships with local organizations and businesses to create mutually beneficial sponsorship opportunities aligned with Illuminate's mission, vision, foundations and values.

### **Donor Cultivation & Engagement**

- Liaison between volunteers, community members, sponsors, board and staff.
- Manage donor database and information tracking processes regarding acknowledgement, recognition, on-going communications and continued cultivation of past and current donors and members to enhance their relationship with Illuminate and increase the likelihood of continued contributions.
- Maintain online profiles and submit marketing materials for online donor and fundraising resources including Charity Navigator and Guidestar, Community Health Charities, Colorado Combined Campaign, Colorado Gives Day, and others.
- Develop and implement strategies to retain current and attract new donors, collaboratively with Executive Leadership
- Partner with Executive Leadership to ensure organization's development efforts are in alignment policies, legislation, rules and regulations involving grants and fundraising activities and monitor current and developing trends in philanthropy

Other duties as assigned.

## **Experience, Skills, and Qualifications:**

- Three to five years of experience, with a proven aptitude for grant prospecting, submission, and reporting as well as management of small and large events
- Experience with donor database management
- Excellent verbal and written communication skills
- Demonstrated ability to establish and maintain highly collaborative working relationships with individuals of diverse professional backgrounds, technical expertise, and lived experience.
- Demonstrated ability to manage collaborative projects and timelines, including balancing deadlines with input.
- Comfort with ambiguity, shifting environments, and shared decision making.
- Ability to balance multiple projects with shared deadlines while being responsive to emergent needs
- Ability to work independently, set priorities and complete work timely and accurately.
- Proficiency in Microsoft Office (Excel) and Google Suite
- Desirable:
  - Knowledge related to child maltreatment prevention, Strengthening Families protective factors, maternal child health, substance use disorders, child sexual abuse prevention, and/or infant safe sleep
  - Experience with family strengthening programming or systems

## **Compensation & Schedule:**

Full-time, salaried, exempt position eligible for benefits. Starting salary is negotiable and commensurate with skills and experience in the range of \$50,000 - \$60,000.

Illuminate Colorado offers health and dental benefits as well as participation in a 401K, EAP, and Life Insurance benefits. In addition, Illuminate Colorado has an unlimited paid time off policy and offers both flexible scheduling and remote work. Residency in Colorado, or anticipated relocation to Colorado in the near future (at your own expense), is a condition of employment with Illuminate.

We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways.

## **To Apply:**

Please submit a cover letter, resume, and three references via email with "Grants & Development Manager" in the subject line to [hiring@illuminatecolorado.org](mailto:hiring@illuminatecolorado.org).

## **Applications Deadline:**

Noon on January 9, 2022