

The Women's Foundation of Colorado Statewide Events and Development Manager

The Organization

The mission of The Women's Foundation of Colorado (WFCO) is to build resources and lead change so that every woman and girl in Colorado achieves her full potential. WFCO is the only community foundation in Colorado focused on women and girls achieving economic self-sufficiency. Through collective philanthropy, we create opportunities and remove barriers by investing in research, advocating for systemic changes, partnering with nonprofits, and creating opportunities for donors to connect their philanthropy with positive community outcomes for women and girls.

Position

This position is full-time, exempt and reports to the Vice President of Development. The Statewide Events and Development Manager position is a unique role that involves leadership in statewide development and programmatic work to advance economic opportunity for women and girls in Colorado. The WFCO currently has five regional committees located in Boulder, Colorado Springs, Fort Collins/Northern Colorado, Pueblo and the Vail Valley. The position involves working with regional committees of volunteers throughout the state to plan and implement community educational and fundraising events. The position requires frequent travel by car throughout Colorado and attendance at regional meetings and events, with some evening and weekend work. The employee must supply a personal vehicle for this travel and need not reside in the metropolitan Denver area.

Key Responsibilities

The Statewide Events and Development Manager is responsible for:

- Developing strong working relationships with Statewide chairs, trustees and all regional committee chairs/co-chairs
- Developing and implementing systems and consistent strategies to maximize the effectiveness of fundraising and community engagement activities across the State
- Working with volunteer committee chairs/co-chairs to develop an annual plan that includes educational events, fundraising goals, strategies, and action plans
- Working with regional volunteers to identify, cultivate, solicit, and steward donors
- Coordinating regional solicitations with team members
- In collaboration with regional volunteers and WFCO staff, managing the planning and implementation of regional fundraising events, including:
 - Sponsorships
 - Logistics (venue, food, décor, entertainment/speaker, seating arrangements, nametags, show flow, etc.)
 - Marketing
 - Managing event budgets
- Assisting in scheduling and executing annual PEP (Power of Extended Philanthropy) appreciation events in each of the active regions
- Providing exemplary donor services and working with the Development Team to communicate, steward and increase statewide donations

- Implementing and maintaining online regional toolkits to align and effectively manage the work of the regional committees and training community volunteers to utilize these toolkits and other systems
- Working with Statewide Committee Chairs to manage statewide leadership meetings/calls and the annual statewide retreat and attending regional meetings at least quarterly
- Developing a plan/schedule with regional co-chairs to provide significant in-person presence at selected regional meetings, and attending other regional meetings, as needed
- Working with regional co-chairs to provide volunteer training to provide clarity with the committees on the work of the WFCO and committee activities that fit within and support this work
- Assisting the Development Team on Denver educational and fundraising events as needed
- Achieving financial goals
- Compiling data as required for statewide reports
- Performing additional duties as assigned

Key Attributes

- Believes in WFCO's mission and embodies our values of promise; leadership; community; knowledge and learning; diversity, equity, and inclusion; and stewardship and accountability.
- Commitment to the highest ethical standards and organizational transparency
- Commitment to diversity and inclusivity
- Demonstrated excellence with event planning and volunteer management
- Passion for working with volunteers, with demonstrated success in managing volunteers' contributions in complex, high-impact projects
- Excellent oral and written communications skills
- Energetic, highly organized and able to handle shifting priorities, multiple goals, projects and constituencies in a calm and positive manner
- Professional presence in working with donors, committees, volunteers and others
- Commitment to donor centered fundraising and the stewardship of existing donors
- Philosophy of programmatic excellence as the basis for driving fundraising strategies
- Collaborative spirit in working with other WFCO departments and community partners
- Comfortable working directly with donors, corporate partners, foundations, a portfolio of relationships; and with balancing multiple, concurrent fundraising initiatives
- Commitment to maintaining confidentiality
- Commitment to meeting deadlines with quality deliverables
- Willingness to travel, primarily by car in Colorado, up to 50 percent of the time

Qualifications

- Bachelor's degree in nonprofit, human services, business or a related field (preferred) or equivalent relevant experience (required)
- Proven special event, meeting coordination and volunteer management experience
- Proven fundraising experience
- Outstanding PC skills, including Raiser's Edge, MS Outlook, Excel, Word and PowerPoint, including advanced functionality such as mail merge and pivot tables

- Proven excellence in oral and written communication skills
- Strong project and budget management and organization skills
- Ability to work independently and on a team
- Experience working with diverse groups of people and teams preferred
- Demonstrated ability to work effectively with a team and all levels of volunteers one-to-one and in a group setting

Salary range of \$50,000-\$60,000 commensurate with experience in addition to a generous benefits package.

Interested candidates should forward the following to jobs@wfc.org with the subject “Statewide Events and Development Manager.”

- 1) Cover Letter
- 2) Resume
- 3) Salary Requirement
- 4) Contact information for three professional references

Applications will be accepted until the position is filled. No phone calls, please.

It is the policy of The Women’s Foundation of Colorado (WFCO) not to discriminate against employees, job applicants, board members, program participants, volunteers or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. The WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.