



Title: **PHILANTHROPIC PARTNERSHIPS MANAGER**
Reports to: **Vice President, Philanthropy**
Classification: **Full-time, Exempt**

Every day, we prove that the smartest investments are made in children. At Invest in Kids (IIK), we bring research-based, proven programs to communities across Colorado. Our efforts focus on the specific needs of children living in under-resourced communities whose families are experiencing poverty, with the hope of seeing every child in Colorado thrive.

POSITION OVERVIEW

The Philanthropic Partnerships Manager (PPM) contributes to IIK's mission by leading and executing key fundraising initiatives including overseeing the annual Jane-A-Thon (JAT) fundraiser and supporting the execution of the Benefit Breakfast. This position manages a revenue portfolio driven by priority relationships, pipeline development, account management, and events. This position will work closely with the Vice President, Philanthropy to implement the organization's individual donor program including: (1) increasing individual donor revenue, (2) designing/executing donor cultivation events, (3) managing fundraising campaigns and appeals, (4) managing corporate sponsorships, and (5) soliciting gifts.

SPECIFIC RESPONSIBILITIES

Event Management (50%)

- Serve as Project Manager for Invest in Kids' signature ski/board-a-thon fundraising event, the Jane-A-Thon.
 - Responsible for successful collaboration with volunteer event committee, Board members, and corporate sponsors to meet revenue goals and deepen partnerships.
 - Lead and manage event logistics for the annual JAT including VIP Reception.
 - Meet with Winter Park Resort team and manage the relationship year-round to secure and manage contracts, invoices around catering, lift tickets, early ups, and line skips in accordance with event logistics/benefit offerings.
 - Coordinate, lead, and track key partnerships, sponsorship invoicing, and event details for partners including lunch and learn sessions (virtual or in/person).
 - Set up and maintain event registration and fundraising platform (Qgiv/Bloomerang).

- Assist with organizing and managing constituent special events, including the annual Benefit Breakfast.
 - Support the event logistics including the prioritization of the invite list, panel information, and program input.
 - Assist with day-of event logistics including setting up the space with Philanthropic Partnerships Team (PPT) and organizing registration.
- Supporting additional events (as needed) such as house parties, other donor engagement opportunities, and virtual webinars.
- Assist Vice President, Philanthropy with Gala planning and implementation (held every five years, next 2028).

Individual Donor Engagement (30%)

- Assist in the development and implementation of a robust annual giving program, inclusive of year-round fundraising campaigns and follow-up for all individual donors and prospects. Work alongside Vice President, Philanthropy to develop realistic and/or ambitious fundraising goals.
- Responsible for implementing all activities related to the annual fund—working with the PPT to secure revenue from individual donors across all giving levels.
- Establish relationships with existing individual and corporate donors.
- Coordinate production and mailing of campaigns and letters alongside the Development Coordinator.
- Develop and execute ongoing strategies for qualifying prospects using tools such as small cultivation events, research, and organizational communications tools.
- Research current and prospective donors utilizing Bloomerang (CRM) and Wealth Engine tools.
- Assist the CEO and Vice President, Philanthropy in stewardship and cultivation of major individual donors, including research and preparation for individual donor solicitation, drafting letters and materials for use with donors, and facilitating accurate and effective communications with donors in collaboration with the Communications & Marketing Manager.
- Maintain a robust, year-round donor pipeline in alignment with the PPM role.
- Work in partnership with Vice President, Philanthropy to oversee data-driven cultivation and moves management process using Bloomerang, ensuring accurate tracking and analysis.
- Create donor reports for use in prospecting, portfolio management, and revenue projection.
- Manage ongoing donor/partner database, donor inquiries, and communications.

Gift Management (10%)

- Work with Accountant and Development Coordinator to ensure donations are accurately recorded for both the finances as well as Bloomerang.
- Work with Development Coordinator to process gifts and prepare acknowledgement letters and other correspondence.
- Produce and send pledge reminders and invoices as needed.

General (10%)

- Support communication efforts by working alongside Communications and Marketing Manager for content development.
- Manage reporting and coordination for volunteer development and Jane-A-Thon/Gala Committees.
- Participate in staff meetings, team/committee meetings, and contribute to the overall growth and learning of the organization.

QUALIFICATIONS

- Significant experience planning, managing and successfully executing a large fundraising event, including managing volunteer committees, logistics, sponsorships and participants.
- A sophisticated and comprehensive understanding of fundraising principles and practices, and a demonstrated high level of professionalism, collegiality, keep-learning attitude, self-motivation, and success in fundraising.
- Excellent written, verbal, and interpersonal communication skills, great attention to detail, and the ability to process and maintain confidential information.
- Experience with various funding channels that make up an annual fund including major gifts, donor advised funds (DAF) endowments/planned giving, and/or workplace giving.
- Ability to confidently lead various initiatives when needed.
- Ability to handle healthy conflict appropriately and professionally; familiarizing yourself with the IIK culture tools and committing to their utilization.
- Ability to anticipate needs and take action when necessary.
- Ability to develop strong relationships with both internal and external constituencies to promote a positive collaborative spirit across the organization's network.
- Experience with database management or other CRM (Bloomerang/Qgiv a plus)
- Direct and successful experience in cultivating, soliciting, and stewarding gifts from individuals.
- Bachelor's degree in Business Administration, Nonprofit Leadership/Management, Public Relations or other related area of focus -OR- minimum six years equivalent professional experience demonstrated.

REQUIREMENTS

- Demonstrated professional interest and strong tenacity to grow in fundraising event planning/execution and project management.
- Competency in galvanizing supporters around a mission/cause.
- Demonstrated ability to provide exceptional customer service to donors and community stakeholders.
- Ability to practice discernment in fundraising operations, particularly around donor stewardship, confidentiality, and volunteer engagement.
- Experience in volunteer engagement and retention; working professionally with volunteer committees.
- Strong interpersonal skills and the ability to work successfully with people of diverse backgrounds, cultures, and perspectives; engenders trust and confidence from colleagues.

- Organized and able to work both independently and in a team environment – “can do!” attitude.
- Strong tenacity to be results-oriented and emphasize accuracy in outputs/outcomes.
- Excellent verbal and written communications skills with highly developed attention to detail; commitment to policies and procedures surrounding brand standards.
- Enthusiastic commitment to the strategic anchors and values of the organization.
- Minimum four years of relevant fund-raising experience, including raising four to five-figure gifts from individuals and corporations.

SALARY

This position receives an annual salary range of \$70,560 – \$79,380, depending on related experience and education.

FULL TIME EQUIVALENT

Full time (40 hours per week) Hybrid in-office/remote currently available.

BENEFITS

- Life Insurance: 100% employer paid; Short-Term and Long-Term Disability.
- 401K: Match up to 3%; 100% vested immediately.
- Health Savings Account; Flexible Spending Account.
- Generous vacation, sick and personal time, in addition to an annual office closure from December 24 to January 1.
- Hybrid work environment & more!

APPLICATION DIRECTIONS

Please direct all inquiries to Courtland J. Powers-Gunnells, Vice President, Philanthropy via email at cpowers@iik.org. **For interested applicants, submit cover letter, resume/CV, and three professional references with subject line: Philanthropic Partnerships Manager. Applications are reviewed on a rolling basis; early application is encouraged.**

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For more information about Invest in Kids, please visit www.iik.org